MODEL

FO-CC500

FACSIMILE

OPERATION MANUAL

1. *Installation*
2. *Using the Cordless Handset*
3. *Using the Answering System*
4. *Sending Faxes*
5. *Receiving Faxes*
6. *Making Copies*
7. *Special Functions*
8. *Printing Lists*
9. *Maintenance*
10. *Troubleshooting*

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WARRANTY

Facsimile Products

Congratulations on Your Purchase!

This Sharp product is warranted against manufacturing defects for a period of twelve (12) months from the date of original purchase.

In the event of any defect arising in the equipment during the warranty period, such repairs should only be carried out by the Dealer from which the unit was originally purchased or a Service Centre approved by Sharp to service this type of equipment. These repairs would be carried out at no charge to the owner, subject to the conditions specified herein.

The owner is responsible for any transportation and insurance costs if the product has to be returned for repair.

This warranty does not extend to accessories or defects or injuries caused by or resulting from causes not attributable to faulty parts or the manufacture of the product, including but not limited to, defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, improper voltage, liquid spillage, vermin infestation, software, use of consumables other than those approved by Sharp, or any alterations made to the product which are not authorised by Sharp.

Please retain your sales documentation, as this should be produced to validate a warranty claim.

This warranty is in addition to and in no way limits, varies or excludes any express and implied rights and remedies under any relevant legislation in the country of sale. However, to the extent permitted by such legislation, Sharp excludes any liability for any indirect or consequential damages arising from the purchase or use of the product.

To the extent permitted by law, Sharp excludes all implied warranties and conditions and where the product is one that is not normally required for personal, domestic or household use, Sharp limits its liability to the repair or replacement (at Sharp's option) of materials or workmanship which are found by Sharp to be defective.

For your reference, please enter the particulars of your purchase below and retain, with your purchase documentation.

Model No. _____

Serial No. _____

Date of Purchase _____

Place of Purchase _____

SPform046 (Dec2001)

FOR LOCATION ENQUIRIES WITHIN
AUSTRALIA
REGARDING YOUR LOCAL
SHARP APPROVED SERVICE CENTRE

CALL SHARP

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FACSIMILE: (02) 9672 1210
WEB: www.sharp.net.au

SHARP CORPORATION OF AUSTRALIA PTY. LIMITED
A.B.N. 40 003 039 405
1 Huntingwood Drive, Huntingwood NSW 2148

FOR THE SERVICING OF PRODUCTS
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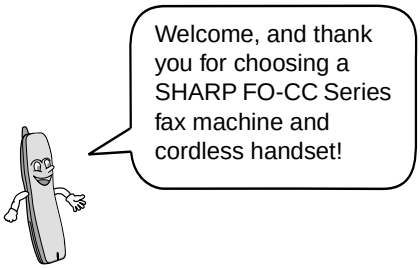
SHARP CORPORATION OF NEW ZEALAND LIMITED
59 Hugo Johnston Drive Penrose, Auckland

Important Notice: This warranty applies only to products sold in Australia & New Zealand

Introduction



In addition to the cordless handset that comes with the fax machine, you can purchase up to three accessory cordless handsets. The cordless handsets can be used for intercom and walkie-talkie communication (even away from the fax machine), and each cordless handset has its own personal box in the answering system.

Fax machine and general specifications.

Automatic dialling	**Common book:** 40 numbers **Private book:** 5 numbers (each cordless handset has 1 private book)
Imaging film	**Initial starter roll** (included with machine)**:** 10 m (approx. 30 A4 pages) **Replacement roll** (not included): **FO-6CR:** 50 m (one roll yields approx. 150 A4 pages)
Memory size*	448 KB (approx. 24 average pages with no voice messages recorded, or 20 minutes of voice messages (including OGMs) with no faxes in memory)
Modem speed	14,400 bps with auto fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Resolution	**Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	10 pages max. (A4, 80 g/m^2 paper)
Recording system	Thermal transfer recording
Display	16-digit LCD display

*Based on Sharp Standard No. 1 Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Halftone (grayscale)	64 levels
Compression scheme	MR, MH, MMR
Applicable telephone line	Public switched telephone network
Paper tray capacity	Approx. 50 A4 sheets (at room temperature; maximum stack height should not be higher than the line on the tray)
Compatibility	ITU-T (CCITT) G3 mode
Input document size	**Automatic feeding:** Width: 148 to 216 mm Length: 140 to 279 mm **Manual feeding:** Width: 148 to 216 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Effective printing width	210 mm max.
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX, TEL, FAX, A.M.
Copy function	Single / Multi (99 copies/page)
Telephone function	Yes (cannot be used if power fails)
Power requirements	230 - 240 V AC, 50 Hz
Operating temperature	5 - 35°C
Humidity	25 - 85% RH
Power consumption	Standby: 3.5 W Maximum: 110 W
Dimensions (without attachments)	Width: 353 mm Depth: 193 mm Height: 174 mm
Weight (without attachments)	Approx. 2.8 kg

Cordless handset specifications

Frequency	2.4 GHz (2.405 to 2.475 GHz)
Dimensions	Width: 46 mm Depth: 42 mm Height: 180 mm (not including antenna)
Weight	Approx. 115 g (without battery)
Battery	3.6 V Ni-MH battery; capacity: 850 mAh
Power consumption	Approx. 1.6 W in standby mode (after charging)
Initial charging time	Approx. 10 hours for initial charge
Battery life	Approx. 4 hours (240 minutes) (at room temp.)
Battery life in standby mode	Approx. 2 days with one full charge (at room temperature) *Battery life (both normal and in standby mode) may vary depending on usage, range from base machine, and environmental conditions such as temperature*.
Accessory cordless handset	**FO-K01** (up to 3 handsets can be added)

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important: This fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages. The fax machine is not compatible with digital telephone systems.

Important safety information

For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

In Australia, installing or modifying telephone lines should only be done by an ACA licensed serviceman. In New Zealand, installing or modifying telephone lines should be done in accordance with Telecom wiring practices.

This facsimile machine is designed for use in Australia and New Zealand only.

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 230 - 240 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

Battery

Use only the battery specified in this manual. Use only the provided charger to charge the battery.

Do not open or mutilate the battery pack. Corrosive fluid may leak out and cause injury or burns to the eyes and skin. The fluid may be toxic if swallowed. In case of contact with eyes, flush with clean water (do not rub), and seek medical attention immediately.

Do not store or carry the battery with other metal objects such as keys or pins. These may short the battery and cause it to overheat.

Do not allow the battery to become wet.

Do not dispose of the battery in a fire or heat the battery. The battery may explode.

Health care facilities and equipment

Radio frequency energy emitted from the cordless handset equipment may cause medical equipment to malfunction. Verify that any personal medical equipment you are using is adequately shielded from external radio frequency energy before using the cordless handset equipment. Do not use the cordless handset equipment in health care facilities where such use is prohibited.

WARNING NOTICE

NO calls can be made to or from this fax machine during a mains power failure.

WARNING: Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with ACA and NZ TELECOM standard AS/NZS3548 regarding emission of electromagnetic interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and the receiver.

- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

For Australia: The Ringer Equivalence Number (REN) for this equipment is written on the back of the machine. The sum of all Ringer Equivalence Numbers (REN's) on your telephone line should not exceed 3 to assure correct service from your telephone company.

IMPORTANT NOTICE FOR NEW ZEALAND USERS

Please note:
The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom `111' Emergency Service.

To avoid telephone charges for local calls, be sure to store numbers without area code in your auto-dial locations.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

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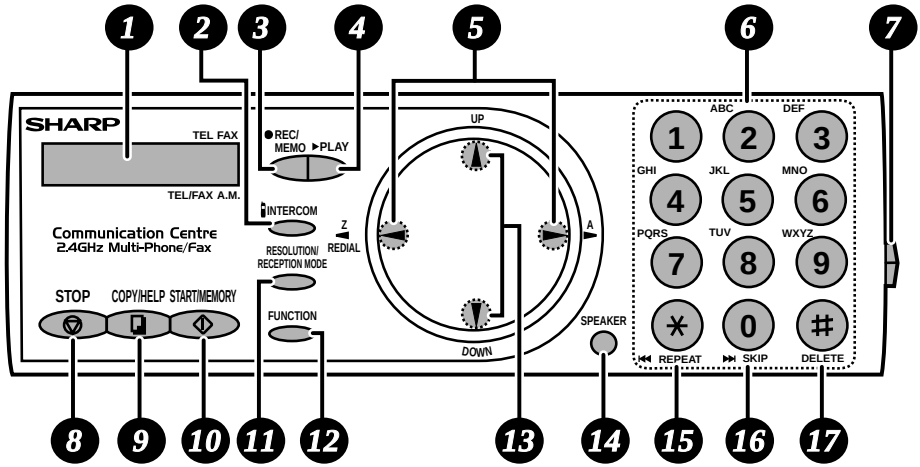
A Look at the Operation Panel

Fax machine



1 **Display**
This displays messages and prompts to help you operate the machine.

2 **INTERCOM key**
Press this key to page or locate the cordless handset.

3 **REC/MEMO key**
Press this key to record an outgoing message, phone conversation, or memo.

4 **PLAY key**
Press this key to play recorded messages.

5 **Left and right arrow keys**
Auto-dial numbers: When sending a fax or making a phone call, press these keys to scroll through your auto-dial numbers, the “REVIEW CALLS” list (only available if you have Caller ID), and the last number dialed (redial).
FUNCTION key settings: Press the right arrow key after scrolling with the up and down arrow keys to select a **FUNCTION** key setting.

6 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

7 **Panel release**
Press this release to open the operation panel.

8 **STOP key**
Press this key to cancel an operation before it is completed.

9 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

10 **START/MEMORY key**
Press this key after dialling to begin fax transmission. Press this key before dialling to send a fax through memory. The key can also be pressed in the date and time display to show the percentage of memory currently used.

11 **RESOLUTION / RECEPTION MODE key**
When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).

12 **FUNCTION key**
Press this key followed by the arrow keys to select special functions and settings.

13 **UP and DOWN arrow keys**
Enlarge/reduce setting: When making a copy of a document, press these keys to select an enlarge/reduce setting.
Volume setting: When a document is not in the feeder, press these keys to change the speaker volume when the **SPEAKER** key has been pressed, or the ringer volume at any other time.
FUNCTION key settings: Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.

14 **SPEAKER key**
Press this key to listen to the line and fax tones through the speaker when faxing a document.
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

15 **REPEAT key**
Press this key while listening to a message to play it again.

16 **SKIP key**
Press this key while listening to a message to skip to the next message.

17 **DELETE key**
Press this key to erase recorded messages.

Monitoring phone conversations

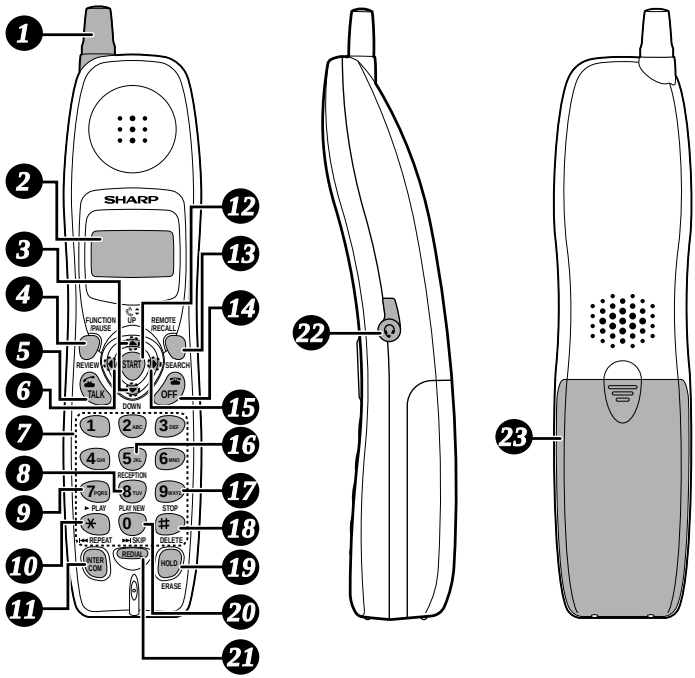
When speaking through the fax handset, you can press SPEAKER to allow a third person to listen to the conversation through the speaker. (To turn off the speaker, press SPEAKER again.)

To adjust the volume of the speaker when monitoring a conversation, press ◀ or ▶ (the volume reverts to the lowest setting each time the handset is replaced).

Note that **the speaker cannot be used for speaking**; it is only for listening.

To avoid feedback (a loud howling sound), be sure to turn off the speaker (press SPEAKER once again) before you replace the handset.

Cordless handset



1 **Antenna**

2 **Display**
This displays messages and prompts to help you use the cordless handset.

3 **UP and DOWN arrow keys**
Receiver volume: When talking on the cordless handset, press these keys to adjust the receiver volume. This also adjusts the volume when using a headset (purchased separately) connected to the cordless handset.
Ringer volume: When not talking on the cordless handset, press these keys to adjust the cordless handset ringer volume.
Scroll through numbers: Press these keys to scroll when searching for an auto-dial number or reviewing received calls (only available when you have Caller ID).

4 **FUNCTION/PAUSE key**
Use this key to store a new auto dial number (press the **SEARCH** (right) arrow key, select the book with the **UP** or **DOWN** arrow key, and then press the **FUNCTION/PAUSE** key). When entering an auto-dial number, press this key to insert a pause between digits.

5 **TALK key**
Press this key to make or answer a call.

6 **REVIEW (left) arrow key**
Press the **REVIEW** arrow key and then the **UP** or **DOWN** arrow key to scroll through your 30 most recent calls (only available if you have Caller ID). This key can also be used to move the cursor left when entering or editing an auto-dial number or name.

7 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

8 **PLAY NEW key**
Press this key after pressing

to listen to new messages recorded in the personal box of the cordless handset.

9 **PLAY key**
Press this key after pressing

to listen to all messages recorded in the personal box of the cordless handset.

10 **REPEAT key**
Press this key while listening to a message to play it again.

11 **INTERCOM key**
Press this key to page the fax machine or another cordless handset.

12 **START key**
Press this key to start fax reception from the cordless handset, or to complete entries when storing, editing, or deleting auto-dial numbers.

13 **REMOTE/RECALL key**
Press this key to perform remote operations on the fax machine. The key is also used to access special services from your phone company that require subscription (contact your phone company for details).

14 **OFF** key
Press this key to end a call.

15 **SEARCH (right) arrow key**
Use this key to search for an auto dial number (press the **SEARCH** key, press the **UP** or **DOWN** arrow key to select the book, and then press the **UP** or **DOWN** arrow key to scroll through your auto-dial numbers). This key can also be used to move the cursor right when entering or editing an auto-dial number or name.

16 **RECEPTION key**

Press this key after pressing REMOTE /RECALL to change the reception mode on the fax machine.

17 **STOP key**
Press this key to stop playback of messages.

18 **DELETE**
Press this key while listening to a message to delete it. To delete all your messages, press this key after playback ends (while the display shows REMOTE MODE), followed by START.

19 **HOLD/ERASE key**
Hold: Press this key during a call to put the other party on hold.
Erase: Press this key to delete a phone number when searching through your recently received calls (only when you have Caller ID), or when searching through your auto-dial numbers. Press the key to delete a digit or character when storing or editing an auto-dial number.

20 **SKIP key**
Press this key while listening to your messages to skip to the next message.

21 **REDIAL key**
Press this key to redial the last number dialed using the cordless handset.

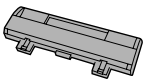
22 **Headset socket**
This socket lets you connect a headset (purchased separately) to the cordless handset.

23 **Battery cover**
Remove this cover to install or replace the handset battery.

1. Installation

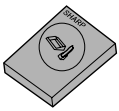
Unpacking Checklist

Paper tray



Paper tray extension

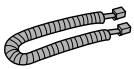
Operation manual



Gears (2)

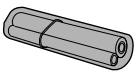
Handset

Handset cord



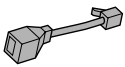
Telephone line cord

Imaging film (initial starter roll)



Adaptor (for Australia)

Adaptor (for New Zealand)

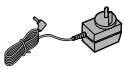


Cordless handset

Battery cover

Battery pack

AC adaptor

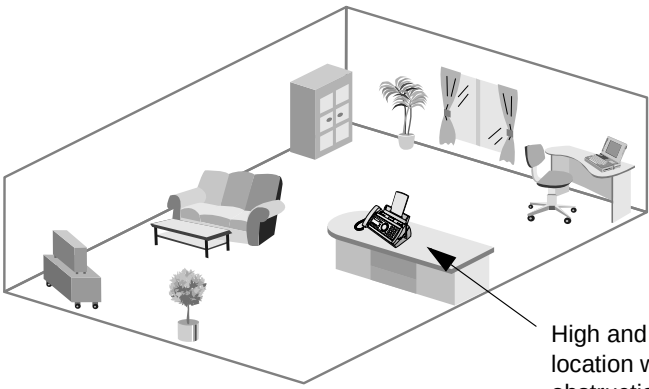


Cordless handset charger

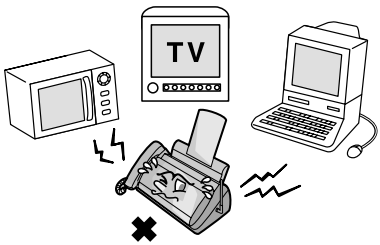
Setting Up

Selecting a location for the fax machine

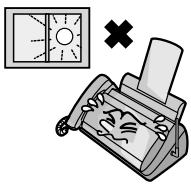
To maximize the talking range of the cordless handset, we recommend installing the fax machine in a high and central location away from obstructions such as walls.



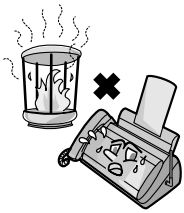
High and central location with no obstructions



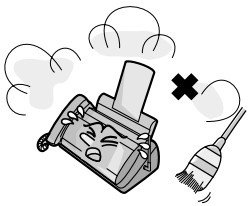
Keep the fax machine away from other electrical appliances such as TVs, microwave ovens, computers, and other cordless phones.



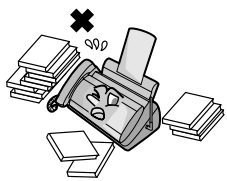
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.

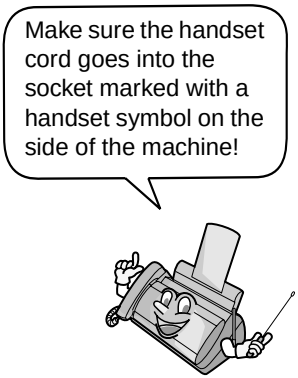


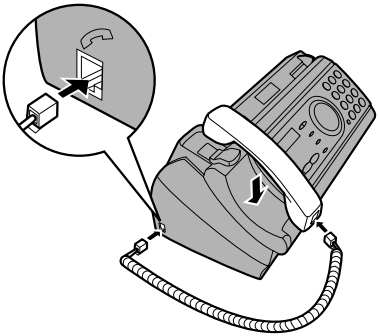
Keep the area around the machine clear.

Connecting the handset

Connect the handset as shown and place it on the handset rest.

- The ends of the handset cord are identical, so they will go into either socket.



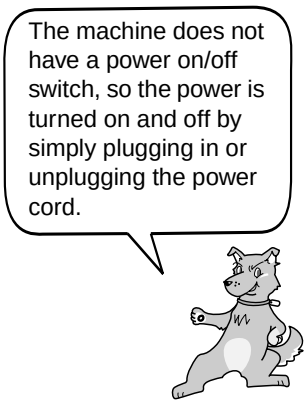


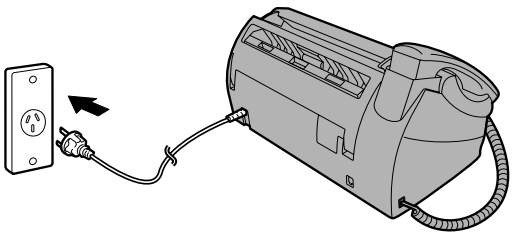
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

Connecting the power cord

Plug the power cord into a 230 - 240 V, 50 Hz, earthed AC (3-prong) outlet.

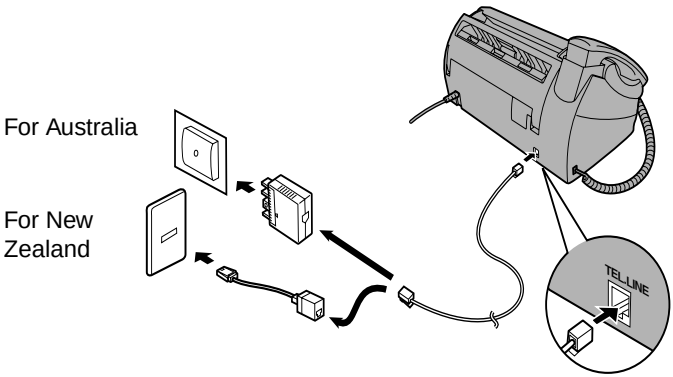
- When disconnecting the fax, unplug the telephone line cord before unplugging the power cord.
- Caution: The power outlet must be installed near the equipment and must be easily accessible.


The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.



Connecting the telephone line cord

Insert one end of the telephone line cord into the adaptor. Insert the other end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Plug the adaptor into the telephone socket on the wall.



Setting the dial mode

The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the panel keys as follows:

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▲ twice.**	DIAL MODE ▲▼
3	**Press ► once.**	1=TONE, 2=PULSE
4	**Select the dial mode:** **TONE: 1 PULSE: 2**	The display briefly shows your selection, then: PSEUDO RING ▲▼
5	**Press STOP to exit.**	

Note: For all units installed in New Zealand, select "1" for tone dialling. The pulse setting "2" will not operate correctly and must not be used.

Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

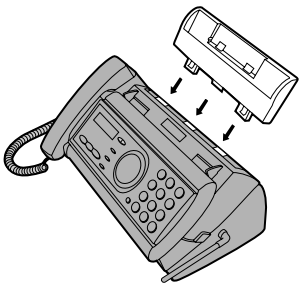
Moving your fax and reconnecting

Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

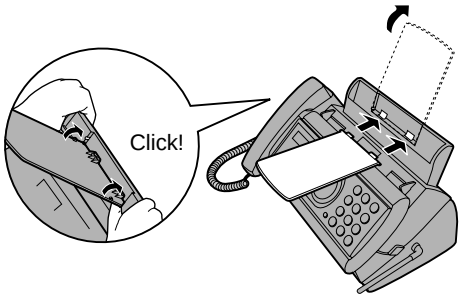
About condensation
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Attach the paper tray and paper tray extension

Attach the paper tray.



Attach the paper tray extension.



Insert
horizontally
and rotate up

Note: The paper tray extension has a top side and a bottom side. If the tabs do not go into the holes, turn the support over.

Country Select setting

Follow the steps below to set the fax machine for operation in Australia or in New Zealand.

♦ The initial setting is AUSTRALIA.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING ▲▼

2 **Press ► once and ▲ once.**

COUNTRY SELECT ▲▼

3 **Press ► once.**

1=AUSTRALIA

▼ ▲

2=NEW ZEALAND

4 **Press 1 if you are in Australia, or 2 if you are in New Zealand.**

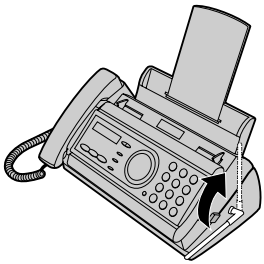
The display briefly shows your selection, then:

NUMBER OF RING ▲▼

5 **Press STOP to return to the date and time display.**

Raising the base antenna

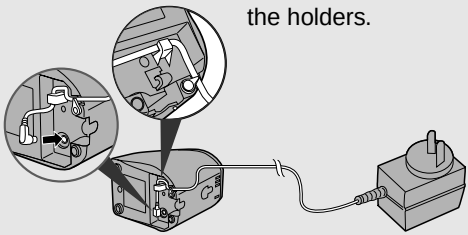
Raise the base antenna to ensure clear communication with the cordless handset.



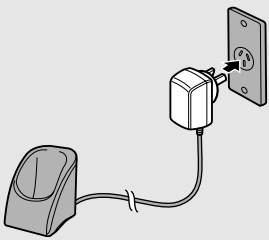
Connecting the cordless handset charger

1 **Connect the AC adaptor to the cordless handset charger.**

Fit the cord into the holders.



2 **Plug the AC adaptor into a standard 230 - 240 V AC outlet.**

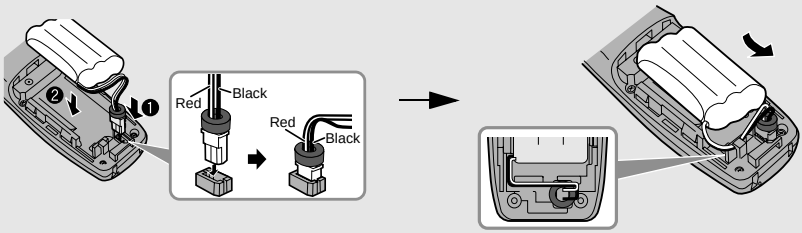


Important: Never cover the charger and AC adaptor with a blanket, cloth, or other material. Excessive heating may result and cause fire.

Installing the battery and charging the cordless handset

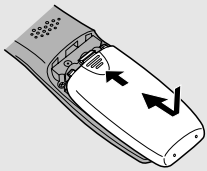
1 **Connect the battery connector ❶, and then place the battery pack in the cordless handset.**

- Place the wires as shown.



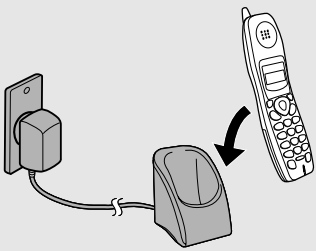
2 **Place the battery cover on the cordless handset, making sure it snaps firmly into place.**

- Make sure the wires are not caught or pinched by the cover.



3 **Place the cordless handset in the charger with the dial pad facing forward.**

- **Important!** The dial pad must face forward, or the battery will not charge.
- The battery charges automatically while the cordless handset is in the charger. While charging, the display shows CHARGING. When charging is completed, the display shows IN CHARGER.
- The cordless handset and charger may feel warm while charging. This is normal.

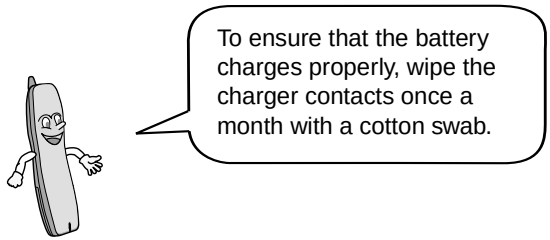


Charge the battery at least **10** hours the first time!

The battery cannot be overcharged. When not using the cordless handset, keep it in the charger to ensure that it is always charged.

When the battery needs charging, LOW BATTERY will appear in the display and you will hear beeps during a phone conversation. If you need to continue the conversation, transfer the call to the fax machine or another cordless handset (see page 48). Place the cordless handset in the charger and let it charge.

Note: If the battery is extremely low, nothing may appear in the display during the first several minutes that the cordless handset is in the charger. The battery will begin to charge normally after several minutes.

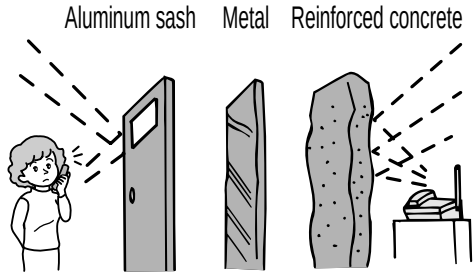


Talking range

The talking range of the cordless handset is approximately 400 m (line of sight; talking range may decrease depending on transmission conditions). If you hear noise or interference while talking on the cordless handset, move closer to the fax machine.

- When outside the talking range, OUT OF RANGE appears in the display. If you move out of the talking range while talking on the cordless handset, the handset will beep and you may hear interference.

Large metal objects, metal structures, and thick walls reduce the talking range.



Entering a name for the cordless handset

You can enter a name for the cordless handset in the fax machine.

- The fax machine will transmit the name that you enter to your cordless handset. The name will appear in the cordless handset's display.

1 **Press FUNCTION once and ▼ 3 times on the fax machine.**

Fax machine display: ENTRY MODE ▲▼

2 **Press ► once and ▲ once.**

Fax machine display: HS NAME SET ▲▼

3 **Press ► once.**

Fax machine display: 1=SET, 2=CLEAR

4 **Press 1 to select SET.**

(To clear a name, press 2 .)

Fax machine display: SELECT HS NO.

5 **Press 1 . ("1" is the handset number of the cordless handset that came with the fax machine.)**

Fax machine display: HS1 SELECTED

6 **Enter the name by pressing number keys for each letter as shown in the chart below. Up to 10 characters can be entered.**
(If you are clearing a name, skip this step and go directly to Step 7.)

Example: BILL = 22 444 555 ► 555

SPACE = 1	G = 4	N = 66	U = 88
A = 2	H = 44	O = 666	V = 888
B = 22	I = 444	P = 7	W = 9
C = 222	J = 5	Q = 77	X = 99
D = 3	K = 55	R = 777	Y = 999
E = 33	L = 555	S = 7777	Z = 9999
F = 333	M = 6	T = 8	

- To enter two letters in succession that require the same key, press ► after entering the first letter.
- To clear a mistake, press SPEAKER .

♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.

♦ To enter one of the following symbols, press (#) or (*) repeatedly:
. / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 **Press START/MEMORY to store the name.**

Display:
OWN NUMBER SET

8 **Press STOP to exit.**

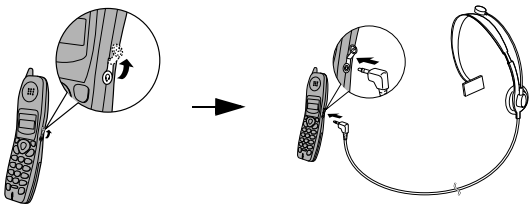
The handset number and name appear in the standby display of the cordless handset

HANDSET1
BILL

Note: Should you need to change the name, clear it (press "**2**" in Step 4 on the previous page and then follow Steps 5, 7, and 8), and then enter a new name.

Connecting a headset

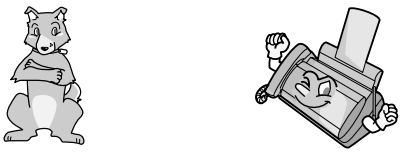
You can connect a headset (purchased separately) to the headset socket. Remove the cap and insert the connector as shown.



Accessory cordless handsets

You can use up to 3 additional **FO-K01** cordless handsets with the fax machine.

Please purchase accessory **FO-K01** handsets at your dealer or retailer.



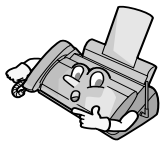
For information on setting up an accessory cordless handset for use with the fax machine, see the manual that accompanies the accessory handset.

Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

The initial starter roll of imaging film included with your fax can print about 30 A4-size pages.

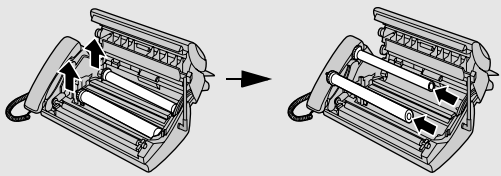
When replacing the film, use a roll of Sharp **FO-6CR** imaging film. One roll can print about 150 A4-size pages.



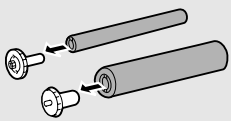
1 **Remove the paper from the paper tray and open the operation panel (press ❶).**

If you are loading the imaging film for the first time, go to Step 4.

2 **Remove the used film and empty spool.**

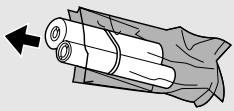


3 **Remove the two green gears from the spools.**
DO NOT DISCARD THE TWO GREEN GEARS!



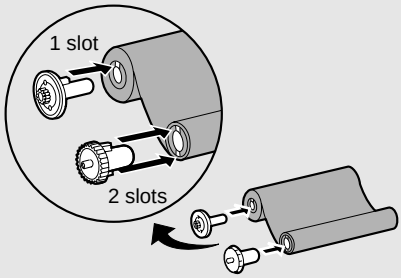
4 **Remove the new roll of imaging film from its packaging.**

- Cut the band that holds the rolls together.

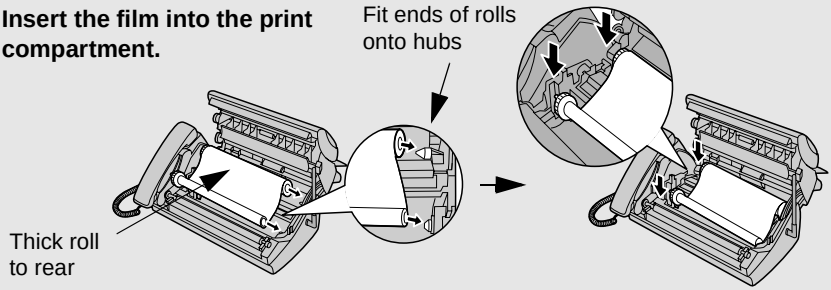


5 **Insert the green gears.**

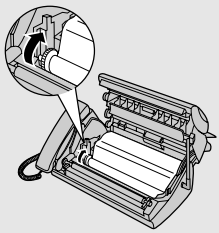
Make sure the gears fit into the slots in the ends of the rolls.



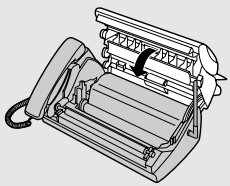
6 **Insert the film into the print compartment.**



7 **Rotate the front gear as shown until the film is taut.**



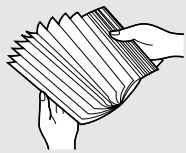
8 **Close the operation panel (press down on both sides to make sure it clicks into place).**



Loading Printing Paper

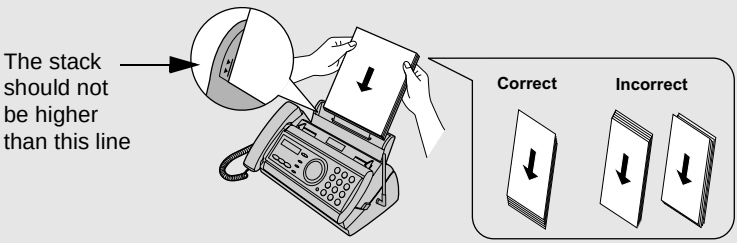
You can load up to 50 sheets of A4-size, 60 - 80 g/m^2 paper in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

1 **Fan the paper, and then tap the edge against a flat surface to even the stack. Make sure the stack edges are even.**



2 **Insert the stack of paper into the tray, *PRINT SIDE DOWN*.**

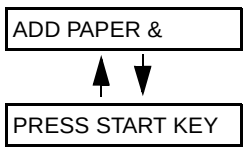
- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side may result in poor print quality.
- ***GENTLY LOAD PAPER INTO THE PAPER TRAY.***
- ***DO NOT FORCE IT DOWN INTO THE FEED SLOT.***



Note: Do not use paper that has already been printed on, or paper that is curled.

Note: If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

When you are finished, press START/MEMORY.



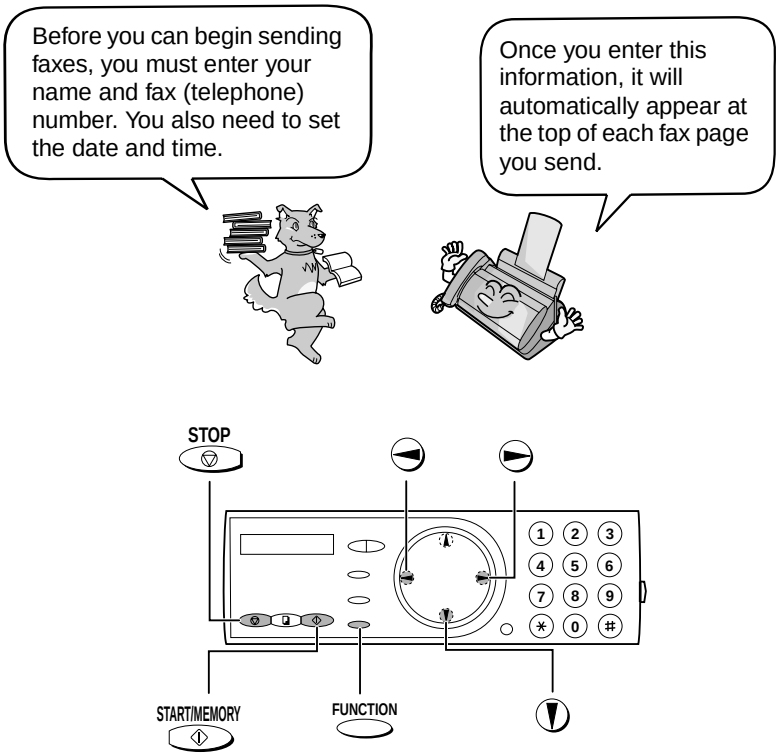
Print contrast setting

Your fax has been set at the factory to print at normal contrast. If desired, you can change the print contrast setting to LIGHT.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▲ 3 times.**	PRINT CONTRAST ▲▼
3	**Press ► once.**	1:NORMAL
4	**Select the print contrast:** **NORMAL: 1 LIGHT: 2**	The display briefly shows your selection, then: COPY CUT-OFF ▲▼

5 **Press STOP to return to the date and time display.**

Entering Your Name and Fax Number


Before you can begin sending faxes, you must enter your name and fax (telephone) number. You also need to set the date and time.
Once you enter this information, it will automatically appear at the top of each fax page you send.
STOP
START/MEMORY
FUNCTION
1 2 3
4 5 6
7 8 9
* 0 #

1 **Press FUNCTION once and ▼ 3 times.**

Display:

ENTRY MODE ▲▼

2 **Press ► once.**

OWN NUMBER SET ▲▼

3 **Press ► once.**

ENTER FAX #

4 **Enter your fax number by pressing the number keys (max. 20 digits).**

- To insert a space between digits, press (#).
- To clear a mistake, press SPEAKER.

5 **Press START/MEMORY to enter the fax number in memory.**

6 **Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.**

Example: SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 66	U = 88
A = 2	H = 44	O = 666	V = 888
B = 22	I = 444	P = 7	W = 9
C = 222	J = 5	Q = 77	X = 99
D = 3	K = 55	R = 777	Y = 999
E = 33	L = 555	S = 7777	Z = 9999
F = 333	M = 6	T = 8	

♦ To enter two letters in succession that require the same key, press ► after entering the first letter.

♦ To clear a mistake, press SPEAKER.

♦ To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press (#) or (*) repeatedly: . / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

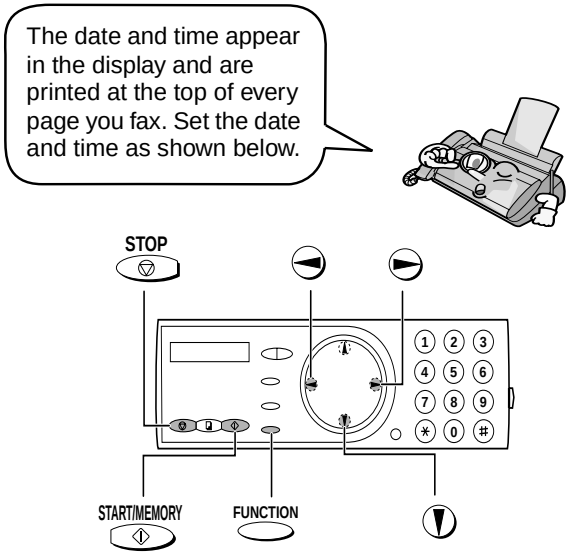
7 **Press START/MEMORY.**

Display:

DATE&TIME SET ▲▼

8 **Press STOP to return to the date and time display.**

Setting the Date and Time


The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.
STOP
START/MEMORY
FUNCTION

1 **Press FUNCTION once and ▼ 3 times.** Display: ENTRY MODE ▲▼

2 **Press ► once and ▼ once.** DATE&TIME SET ▲▼

3 **Press ►.** The currently set date appears (example): DATE 15-02-2003

4 **Enter a two-digit number for the day (“01” to “31”).**

Example: the 5th 0 5 → DATE 05-02-2003

- To correct a mistake, press ◄ to move the cursor back to the mistake and then enter the correct number.

5 **Enter a two-digit number for the month (“01” for January, “02” for February, “12” for December, etc.).**

Example: January 0 1 → DATE 05-01-2003

6 **Enter the year (four digits).**

Example: 2003 (2) (0) (0) (3) →

The currently set time appears (example):

TIME 12:19

7 **Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).**

Example: 9:25 (0) (9) (2) (5) →

TIME 09:25

8 **Press** START/MEMORY **to start the clock.** →

ANTI JUNK # ▲▼

9 **Press** STOP **to return to the date and time display.**

Setting the Reception Mode

Your fax has four modes for receiving incoming faxes:

FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

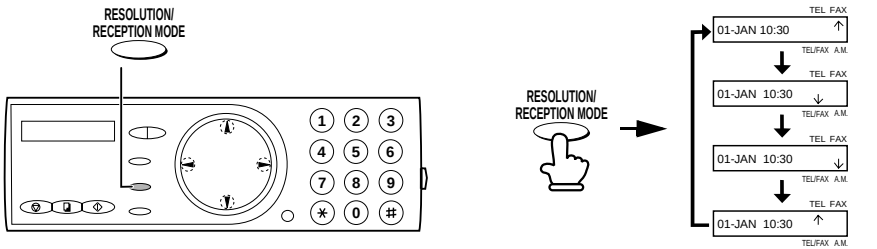
TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled faxes), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax, reception will begin automatically.

A.M. mode:
Select this mode when you go out and want the built-in answering system to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

Setting the reception mode

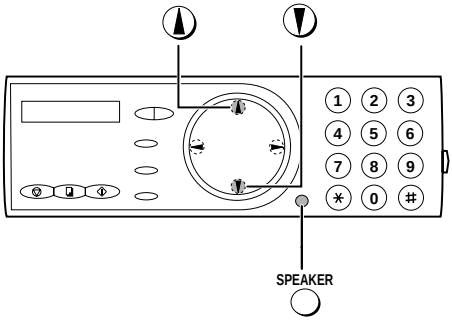
Make sure a document ***is not loaded in the document feeder***, and then press RESOLUTION/ RECEPTION MODE until the arrow in the display points to the desired mode.



Note: A.M. mode cannot be selected unless a general outgoing message has been recorded as explained on page 52.

For more information on receiving faxes in FAX, TEL, and TEL/FAX modes, see Chapter 5, *Receiving Faxes*. For more information on using A.M. mode, see Chapter 3, *Using the Answering System*.

Volume Adjustment - Fax Machine



You can adjust the volume of the speaker and ringer using the up and down arrow keys.

Fax machine ringer

1 **Press ▲ or ▼ to select the desired volume level.**
(Make sure SPEAKER has not been pressed, and a document is not loaded in the feeder.)

- The ringer rings once at the selected level, and then the date and time reappear in the display.

Display:

RINGER: HIGH
↕
RINGER: MIDDLE
↕
RINGER: LOW
↕
RINGER: OFF OK ?

2 **If you selected "RINGER: OFF OK ?" to turn off the ringer, press START/MEMORY.**

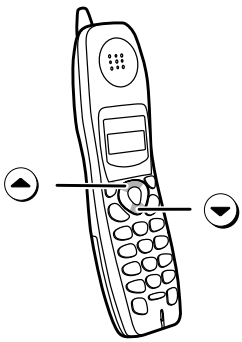
Speaker

1 **Press** SPEAKER **.**

2 **Press ▲ or ▼ to select the desired volume level.**

- Press SPEAKER again to turn off the speaker.

Volume Adjustment - Cordless Handset



You can adjust the volume of the ringer and handset, receiver using the up and down arrow keys.

Cordless handset receiver volume

1 **When talking on the cordless handset, press ▲ or ▼ to select the desired volume level.**

- **Note:** The volume reverts to MIDDLE each time you hang up (press OFF**)**.

Cordless handset display:

RECEIVER: HIGH

↕

RECEIVER: MIDDLE

↕

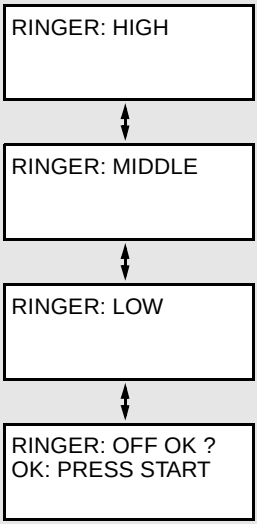
RECEIVER: LOW

Cordless handset ringer

1 **When you are not talking on the cordless handset, press ▲ or ▼ to select the desired ringer volume level.**

- The ringer will ring once at the selected level.

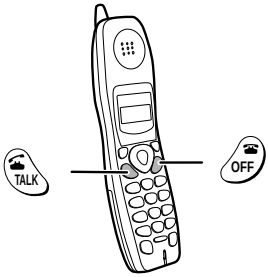
Cordless handset display:



2 **If you selected "RINGER: OFF OK ?" to turn off the ringer, press START.**

2. Using the Cordless Handset

Making a Phone Call



1 **Pick up the cordless handset and press TALK.**

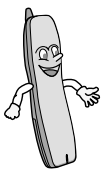
Cordless handset display:

TALK

2 **When you hear the dial tone, dial the number.**

3 **When you are ready to end the call, press OFF.**

- You can also end the call by simply placing the cordless handset in the charger.



If the display shows BUSY, you must wait until the fax machine is no longer in use to use the cordless handset.

You can also dial by entering the phone number first and then pressing TALK.

Check the number in the display before pressing TALK. If there is a mistake, press HOLD/ERASE to clear the mistake and then enter the correct digits.

Note: If a pause is needed between any of the digits to access an outside line or a special service, press FUNCTION/PAUSE. The pause will appear as a hyphen (-).

Receiving a Phone Call

1 When the cordless handset rings, pick it up and press any key (except OFF) to answer. Talk to the other party.

- If the cordless handset is in the charger, simply pick it up to answer (you do not need to press a key).

2 When you are ready to end the call, press OFF.

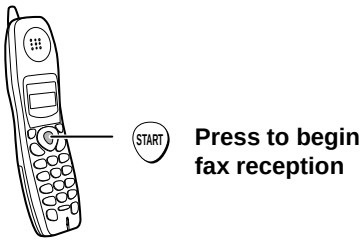
- You can also end the call by simply placing the cordless handset in the charger.

Putting a Call on Hold

To put the other party on hold during a call, press HOLD. The cordless handset will beep while the call is on hold. When you are ready to resume the call, press HOLD once again. Note that placing the cordless handset in the charger will not break the connection while a call is on hold, and thus phone charges may continue to apply.

Receiving a Fax Using the Cordless Handset

If you hear a fax tone after answering a call on the cordless handset, or if the other party speaks to you and then wants to send a fax, press START. This signals the fax machine to begin fax reception.



Note: If the fax machine detects a fax signal after you answer a call on the cordless handset, it will begin reception automatically.

Storing and Using Auto-Dial Numbers

You can store your most frequently dialed numbers for automatic dialling. Numbers can be stored in the Common book or the Private book.

- Up to 40 numbers can be stored in the Common book. These numbers are shared with the fax machine and other cordless handsets, and can be stored using a cordless handset as explained below, or the fax machine as explained on page 78.
- Up to 5 numbers can be stored in the Private book. Each cordless handset has its own Private book, and the numbers are stored using the cordless handset as explained below.

1 **Press ▶ SEARCH .**

Cordless handset display:

```
SELECT SEARCH
▲: COMMON
▼: PRIVATE
```

2 **Press ▲ to select the Common book, or ▼ to select the Private book.**

Example: Common book selected

```
COMMON DIAL
▲▼: SEARCH
FUNCTION: ENTRY
```

3 **Press** FUNCTION /PAUSE **.**

ENTER TEL #

4 **Enter the number by pressing the number keys. (Note: A space cannot be entered.)**

- To clear a mistake, press HOLD ERASE **.**
- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION /PAUSE . The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

5 **Press** START **.**

6 **Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 7.)**

Example: SHARP = 7777 44 2 777 ▶ 7

SPACE = 1	G = 4 GHI	N = 6 MNO 6 MNO	U = 8 TUV 8 TUV
A = 2 ABC	H = 4 GHI 4 GHI	O = 6 MNO 6 MNO 6 MNO	V = 8 TUV 8 TUV 8 TUV
B = 2 ABC 2 ABC	I = 4 GHI 4 GHI 4 GHI	P = 7 PQRS	W = 9 WXYZ
C = 2 ABC 2 ABC 2 ABC	J = 5 JKL	Q = 7 PQRS 7 PQRS	X = 9 WXYZ 9 WXYZ
D = 3 DEF	K = 5 JKL 5 JKL	R = 7 PQRS 7 PQRS 7 PQRS	Y = 9 WXYZ 9 WXYZ 9 WXYZ
E = 3 DEF 3 DEF	L = 5 JKL 5 JKL 5 JKL	S = 7 PQRS 7 PQRS 7 PQRS 7 PQRS	Z = 9 WXYZ 9 WXYZ 9 WXYZ 9 WXYZ
F = 3 DEF 3 DEF 3 DEF	M = 6 MNO	T = 8 TUV	

- To enter two letters in succession that require the same key, press ▶ after entering the first letter.
- To clear a mistake, press HOLD ERASE **.**

- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- To enter one of the following symbols, press # or * repeatedly:
  . / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ' { | } → ←

7 **Press START.**

SELECT SEARCH
▲: COMMON
▼: PRIVATE

8 **Return to Step 2 to store another number, or press OFF to exit.**

Dialling an auto-dial number

1 **Press SEARCH once.**

Cordless handset display:

SELECT SEARCH
▲: COMMON
▼: PRIVATE

2 **Press ▲ to select the Common book, or ▼ to select the Private book.**

Example: Common book selected

COMMON DIAL
▲▼: SEARCH
FUNCTION: ENTRY

3 **Press ▲ or ▼ until the number you wish to dial appears in the display.**

4 **Press TALK.**

- The number is automatically dialed.

Editing an auto-dial number

If you need to make changes to a previously stored auto-dial number, follow these steps:

1 **Press (SEARCH) once.**

Cordless handset display:

```
SELECT SEARCH
▲: COMMON
▼: PRIVATE
```

2 **Press (▲) to select the Common book, or (▼) to select the Private book.**

Example: Common book selected

```
COMMON DIAL
▲▼: SEARCH
FUNCTION: ENTRY
```

3 **Press (▲) or (▼) until the number you wish to edit appears in the display.**

4 **Press (FUNCTION /PAUSE) once.**

5 **Press the number keys to enter the new number.**

- To clear a mistake, press (HOLD ERASE). If a pause is required between any of the digits to access a special service or an outside line, press (FUNCTION /PAUSE).
- If you do not wish to change the number, go directly to Step 6.

6 **Press (START).**

7 **Press the number keys to enter the new name (see Step 6 on page 41).**

- If you do not wish to change the name, go directly to Step 8.

8 **Press (START).**

```
SELECT SEARCH
▲: COMMON
▼: PRIVATE
```

9 **Press (OFF) to exit.**

Clearing an auto-dial numberdialling

If you need to clear an auto-dial number, follow these steps:

1 **Press (SEARCH) once.**

Cordless handset display:

```
SELECT SEARCH
▲: COMMON
▼: PRIVATE
```

2 **Press (▲) to select the Common book, or (▼) to select the Private book.**

Example: Common book selected

```
COMMON DIAL
▲▼: SEARCH
FUNCTION: ENTRY
```

3 **Press (▲) or (▼) until the number you wish to clear appears in the display.**

4 **Press (HOLD/ERASE).**

```
ERASE?
PRESS START KEY
```

5 **Press (START).**

```
SELECT SEARCH
▲: COMMON
▼: PRIVATE
```

6 **Press (OFF) to exit.**

Redial

You can automatically redial the last number dialed on the cordless handset.

Note: The fax machine and cordless handsets each retain their own separate redial numbers. Note that the cordless handset redial numbers will be lost if the fax machine is unplugged or an interruption occurs in the power supply.

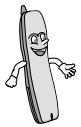
1 **Press REDIAL.**

- Check the display to make sure the number that appears is the number you wish to dial. (If the wrong number appears, press OFF to clear it.)

2 **Press TALK. The number is automatically dialed.**

Note: You can also redial by pressing TALK first and then REDIAL. Note that this method does not allow you to check the number before dialling begins.

Using the Intercom Feature



You can use the fax machine and cordless handsets as an intercom system.

- ♦ When using the Intercom feature, you will not hear your voice through the handset receiver when you speak.
- ♦ It may not be possible to page another cordless handset or the fax machine when other cordless handsets or the fax machine are already in use.

Paging the fax machine from a cordless handset

1 **Press INTER COM on the cordless handset.**

The numbers and names of the other cordless handsets appear (even the numbers of cordless handsets that are not registered)

Cordless handset display example:

```
2: BILL
3: SUE
4:
```

2 **Press 0 on the cordless handset to select the fax machine.**

Cordless handset display:

INTERCOM
0: BASE STATION

3 **The fax machine rings.**

Fax machine display:

INTERCOM

Number and name of calling handset → 1: BOB

4 **The other person picks up the fax machine handset to answer.**

5 **Talk with the other person. When you are ready to end the conversation, press OFF.**

Paging a cordless handset from another cordless handset (walkie-talkie feature)

Two cordless handsets can be used for walkie-talkie like communication The talking range of the cordless handsets is 400 m (line of sight; talking range may decrease depending on transmission conditions), and there is no need to be in the talking range of the fax machine.

1 **Press INTER COM on the cordless handset.**

The numbers and names of the other cordless handsets appear (even the numbers of cordless handsets that are not registered) →

Cordless handset display example:

2: BILL
3: SUE
4:

2 **Enter the number of the cordless handset that you wish to page.**

Example: 2ABC

INTERCOM
2: BILL

3 **The selected cordless handset rings.**

Display of paged handset:

Number and name of calling handset →

```
INTERCOM
1: BOB
```

4 **The other person presses any key (except OFF) on the cordless handset to answer.**

5 **Talk with the other person. When you are ready to end the conversation, press OFF.**

Paging a cordless handset from the fax machine (cordless handset locator)

You can use this procedure to page a cordless handset, or locate a handset in the event that you misplace it.

1 **Pick up the fax machine handset.**

2 **Press INTERCOM on the fax machine, and enter the number of the cordless handset that you wish to page.**

Example: 3

Fax machine display:

```
INTERCOM
3: SUE
```

3 **The selected cordless handset rings.**

- This allows you to locate the cordless handset if you have misplaced it.

Display of selected cordless handset:

```
INTERCOM
0: BASE STATION
```

4 **The other person presses any key (except OFF) on the cordless handset to answer.**

5 **Talk with the other person. When you are ready to end the conversation, replace the handset.**

If a call comes in while the Intercom feature is being used
If an outside call comes in while you are using the Intercom feature, the person who wishes to take the call should first stop the Intercom call (press OFF on the cordless handset or replace the fax machine handset), and then answer the outside call (press any key except OFF on the cordless handset or pick up the fax machine handset).

Transferring Calls

You can transfer a call to the fax machine or to a cordless handset.

Note: It is not possible to talk to the recipient of a transfer call before transferring.

Transferring a call from a cordless handset to the fax machine or to another cordless handset

1 **During the call, press INTER COM on the cordless handset.**

- The call is placed on hold.

  The numbers and names of the other cordless handsets appear (even the numbers of cordless handsets that are not registered)

Cordless handset display example:

```
2: BILL
3: SUE
4:
```

2 **To transfer the call to the fax machine, press 0.**
To transfer the call to a cordless handset, enter the number of the handset.

- To page the fax machine and all cordless handsets, press *

```
CALL TRANSFER
```

```
CALL TRANSFER
```

The fax machine and cordless handsets all show the above message, regardless of which is selected.

3 **The selected cordless handset or fax machine rings.**

4 **The other person answers on the cordless handset or fax machine.**

- To answer on a cordless handset other than the selected cordless handset, press TALK on that cordless handset. To answer on the fax machine when not selected, pick up the fax machine handset.
- If nobody answers for one minute when you page the cordless handset or fax machine, your cordless handset will ring to alert you. Press TALK to return to the initial caller (you can press TALK to return to the initial caller at any time before the handset rings as well). Note that if you take no action after your cordless handset rings, the initial caller will be disconnected.

Transferring a call from the fax machine to a cordless handset

1 **During the call, press INTERCOM on the fax machine.**

- The call is placed on hold.

Fax machine display:

PRESS HANDSET #

This message alternates with the numbers and names of the cordless handsets

2 **Enter the number of the cordless handset to which you wish to transfer the call.**

Example: 3.

- To page all of the cordless handsets, press *.

Fax machine display:

REPLACE HANDSET

3 **Replace the fax machine handset. The selected cordless handset rings.**

Fax machine display:

CALL TRANSFER

Displays of all cordless handsets

CALL TRANSFER

4 **The other person presses any key (except OFF) on the cordless handset to answer.**

- To answer on a cordless handset other than the selected cordless handset, press TALK on the other cordless handset.
- If no one answers for one minute when you page the cordless handset, the fax machine will ring to alert you. Pick up the fax machine handset to return to the initial caller (you can pick up the handset to return to the initial caller at any time before the fax machine rings as well). Note that if you take no action after the fax machine rings, the initial caller will be disconnected.

Changing the reception mode on the fax machine

1 **Press REMOTE /RECALL.**

Cordless handset display:

REMOTE MODE

2 **Press 5 JKL RECEPTION until the desired reception mode appears in the display.**

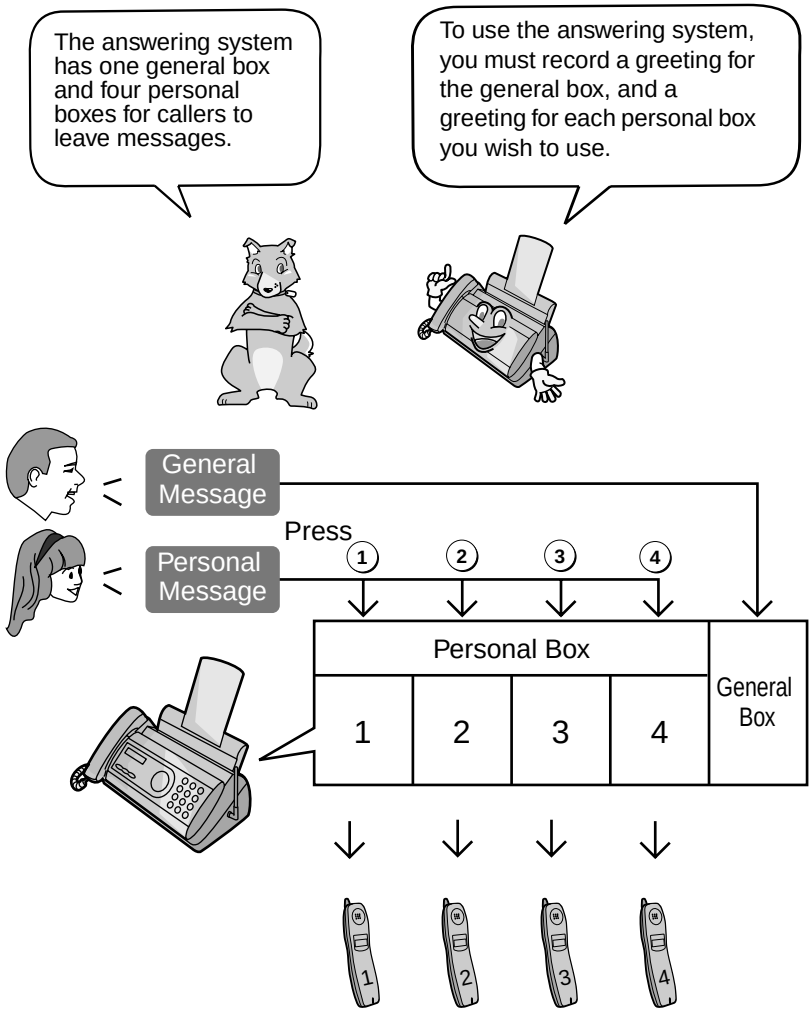
Example: FAX mode

RECEPTION
FAX

3 **Press REMOTE /RECALL or OFF to exit REMOTE MODE.**

3. Using the Answering System

The answering system allows you to receive both voice messages and faxes while you are out.



Each cordless handset can be used to listen to the messages in its corresponding personal box (the personal box with the same number as the cordless handset).
(A personal box can still be used even if you do not have the corresponding accessory cordless handset.)

Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the system plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record an outgoing message for the general box, and an outgoing message for each personal box that you wish to use.

Example of general outgoing message:
"Hello. You've reached _____ . No one is available to take your call right now. If you would like to leave a general message, please speak after the beep. If you would like to leave a personal message, press **1** for Susan, **2** for Bob, **3** for George, or **4** for Ann now. To send a fax, please press your facsimile Start key now. Thank you for calling."

Example of personal outgoing message:
"This is Susan's personal box. Please leave a message after the beep."

Note: Do not lift the handset until Step 4 below.

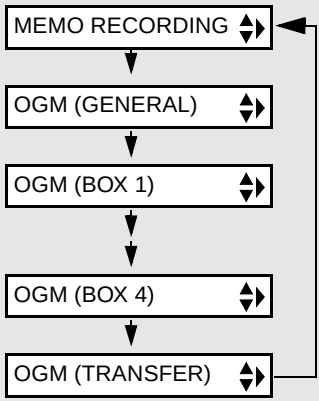
Display:

1 **Press** ●REC/MEMO **.**

MEMO RECORDING

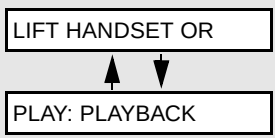
2 **Press ▼ until the message you wish to record appears in the display. ("OGM (GENERAL)" for the general box, "OGM (BOX 1)" for personal box 1, "OGM (BOX 2) for personal box 2, etc.)**

Note: MEMO RECORDING is for recording a memo (page 57), and OGM (TRANSFER) is for the Transfer function (page 63).



3 **Press ▶ once.**

- If you have already recorded an OGM and wish to check it, press ▶PLAY. To delete a personal OGM, press # DELETE



4 **Lift the handset.**

5 **Press START/MEMORY and speak into the handset to record the message.**

- While recording, the display will show the time left to record.

6 **When finished, replace the handset or press STOP .**

To delete or check an outgoing message

To delete or check an outgoing message, follow Steps 1 through 3 of the above procedure to select the message, and then press # DELETE to delete or ▸PLAY to check. Note that the general outgoing message cannot be deleted. If you need to change it, simply repeat the recording procedure.

Note: If a passcode has been set for a personal box as explained below, deleting the OGM of the personal box will also clear its passcode.

Setting a Passcode for a Personal Box

You can set a 3-digit passcode for each personal box. When this is done, the passcode must be entered to listen to messages in a personal box at the fax machine.

(Note: When listening to the messages in a personal box from its corresponding cordless handset, it is not necessary to enter the passcode.)

1 **Press FUNCTION once and ▼ once.** Display: A.M. SETTING ▲▼

2 **Press ► once and ▲ once.** BOX PASSCODE ▲▼

3 **Press ► .** 1=SET, 2=CLEAR

4 **Press (1) to set a passcode.**

ENTER BOX # (1-4)

(To clear a previously set passcode, press (2).)

5 **Enter the number of the personal box for which you wish to set a passcode.**

ENTER PASSCODE

Example: (1) for Box 1

(If you are clearing a passcode, enter the number of the box and go to Step 7.)

6 **Enter a 3-digit number for the passcode. The first digit of the number must be 0, 5, 6, 7, 8, or 9.**

7 **Press START/MEMORY.**

ENTER BOX # (1-4)

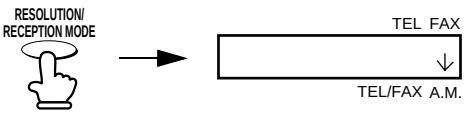
8 **Return to Step 5 to set another passcode, or press STOP to return to the date and time display.**

Note: If you wish to change a passcode, clear the passcode and then enter a new passcode. If you forget a passcode, clear it and enter a new passcode.

Operating the Answering System

Activating the answering system

To turn on the answering system so that callers can leave messages, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to A.M. (A.M. stands for "Answering Machine".)



♦ Each outgoing message will play (to stop playback, press STOP).

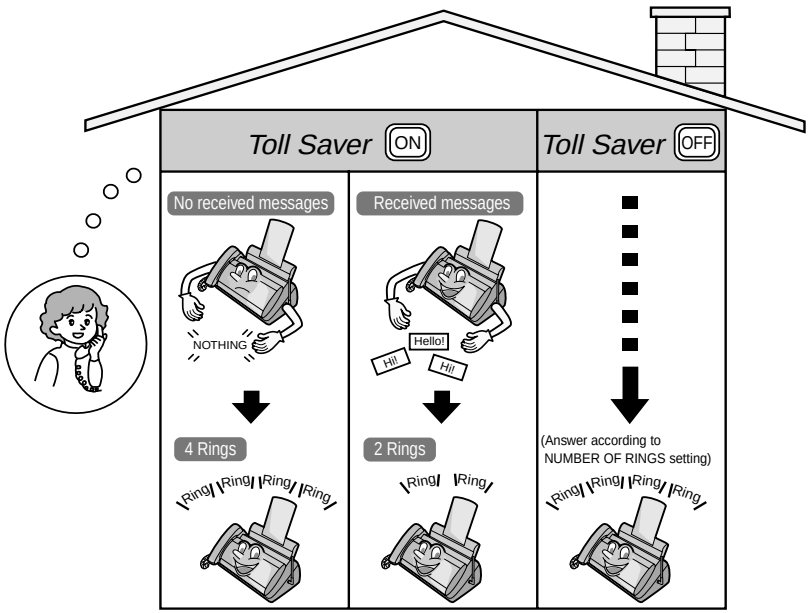
♦ It will not be possible to set the reception mode to A.M. if a general outgoing message has not been recorded.

Note: In A.M. mode, the machine will automatically switch to fax reception if it detects 6 seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

Number of rings in A.M. mode (Toll Saver function)

The number of rings on which the machine answers incoming calls in A.M. mode depends on whether the Toll Saver function is turned on, and if it is on, whether you have messages.

♦ The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 67.

To adjust the NUMBER OF RINGS setting, see page 89.

Listening to received messages (at the fax machine)

When you return, the fax machine display will show the number of messages recorded in each box. Follow the steps below to listen to your messages.

1 **Press ▸PLAY.**

- If you only want to listen to new messages (messages not previously listened to), continue to hold ▸PLAY down for at least two seconds.

2 **If you wish to listen to the messages in a personal box, press the number of the box.**

Example: (1) **for Box 1**

3 **If the personal box has a passcode, enter the passcode.**

Example: (5) (5) (1)

4 **The messages will play.**

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- **Repeat:** To listen to a message a second time, press (*) ⏮ REPEAT before playback of that message ends. To move back to the previous message, press (*) ⏮ REPEAT within 3 seconds of the beginning of the current message.
- **Skip:** To skip forward to the next message, press (0) ⏭ SKIP.

Note: Playback will stop if you receive a call, lift the handset, or press STOP.

♦ You can print out a list of your received messages that shows the date and time that each was received. See page 106.

Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.

- **Erasing all messages in the general box:** To erase all messages in the general box, press FUNCTION, # DELETE, and then START/MEMORY.
- **Erasing all messages in a personal box:** To erase all messages in a personal box, press FUNCTION, # DELETE, enter the number of the box, and then enter the passcode if needed**.**
- **Erasing a single message:** To erase a single message, press # DELETE while the message is being played.

Recording memos

You can record memos for yourself and other users of the machine. These are recorded in the general box, and will be played back together with incoming messages when the ▶PLAY key is pressed.

1 **Press ●REC/MEMO once and ► once.**

2 **Pick up the handset, press START/MEMORY, and speak into the handset.**

3 **When you have finished speaking, replace the handset or press STOP.**

Listening to messages from a cordless handset

You can use your cordless handset to listen to messages received in your personal box (the personal box with the same number as your cordless handset), or messages received in the general box.

- When you have received new messages in your personal box, NEW MESSAGES appears in your cordless handset display.

1 **Press** REMOTE /RECALL **.**

Cordless handset display:

REMOTE MODE

2 **If you wish to listen to messages in the general box, press 0. (Otherwise, go directly to Step 3.)**

3 **Press 7 PQRS ►PLAY to listen to all messages in the box, or 8 TUV PLAY NEW to listen to only new messages.**

4 **While listening to your messages, you can do any of the following:**

- **Repeat:** To repeat a message, press * ⏮REPEAT .
- **Skip:** To skip forward, press 0 ⏭SKIP .
- **Delete:** To delete the message you are currently listening to, press # DELETE .
- **Stop:** To stop playback, press 9 WXYZ STOP .

5 **To return to the STAND-BY display, press OFF or REMOTE /RECALL .**

- If a call comes in while you are listening to your messages, playback will stop automatically. Press any key to answer.

- If you take no action for 60 seconds in REMOTE MODE, the cordless handset will automatically return to the STAND-BY display.

Deleting all messages from a cordless handset

You can use your cordless handset to delete all messages in your personal box, or all messages in the general box.

1 **Press REMOTE /RECALL.**
(Note: This step is not necessary if you are already in REMOTE MODE.)

Cordless handset display:

```
REMOTE MODE
```

2 **If you wish to delete all messages in the general box, press 0.**
(Otherwise, go directly to Step 3.)

3 **Press # DELETE.**

```
REMOTE MODE
DELETE ALL?
PRESS START KEY
```

4 **Press START to delete the messages, and then OFF or REMOTE /RECALL to return to the STAND-BY display.**

- To cancel, press 9 WXYZ STOP, OFF, or REMOTE /RECALL.

Optional Answering System Settings

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you in the answering system. The answering system is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

1 **Press FUNCTION once and ▼ once.**

Display:

A.M. SETTING ▲▼▶

2 **Press ▶ once and ▼ once.**

RECORDING TIME ▲▼▶

3 **Press ▶.**

4 **Press a number from 1 to 4 to select the desired ICM recording time.**

1. 15 seconds
2. 30 seconds
3. 60 seconds
4. 4 minutes

The display briefly shows your selection, then:

REMOTE CODE ▲▼▶

5 **Press STOP to return to the date and time display.**

Fax reception on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering system will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- Automatic fax reception NO: The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 66).
- Automatic fax reception YES: The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see *Remote Operations* on page 66).

Automatic fax reception is set to NO at the factory before shipping. If you want to set it to YES, press the panel keys as follows:

1	**Press FUNCTION once and ▼ once.**	Display: A.M. SETTING ▲▼
2	**Press ► once and ▲ 3 times.**	ON A.M. FAILURE ▲▼
3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to turn on automatic fax reception, or 2 to turn it off.**	The display briefly shows your selection, then: OGM ONLY MODE ▲▼
5	**Press STOP to return to the date and time display.**	

OGM only mode

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message (this applies to all boxes). The machine will still receive faxes sent by automatic dialling.

1	**Press FUNCTION once and ▼ once.**	Display: A.M. SETTING ▲▼
2	**Press ► once and ▲ twice.**	OGM ONLY MODE ▲▼
3	**Press ►.**	1=YES, 2=NO
4	**Press 1 to turn on OGM only mode,** **or 2 to turn it off.**	The display briefly shows your selection, then: BOX PASSCODE ▲▼
5	**Press STOP to return to the date and time display.**	

Transfer Function

The Transfer function is used to have the machine automatically call you at a specified number every time it receives an incoming message in a specified box. This lets you hear your messages immediately after they come in, even when you are at a remote location.

To use the Transfer function, you must first program the number that you wish the machine to call (the transfer number), and record the transfer message that plays when you answer the phone at the remote location.

When you go out and wish to use the transfer function, turn it on. When you return and no longer wish to use the transfer function, turn it off.

Programming the transfer number

To use the Transfer function, you must first give the machine the number to call (the transfer number).

1 **Press FUNCTION once and ▼ once.**

Display: A.M. SETTING ▲▼

2 **Press ► once and ▼ 3 times.**

TRANSFER TEL # ▲▼

3 **Press ►.**

ENTER TEL #

4 **Press the number keys to enter the transfer number.**

- To insert a pause between any two digits of the number, press FUNCTION.

5 **Press START/MEMORY.**

TRANSFER FUNC ▲▼

6 **Press STOP to return to the date and time display.**

Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. The following is an example:

“Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now.”

Note: Do not lift the handset until Step 3 below.

1 **Press ●REC/MEMO once and ▲ once.**

Display:

OGM (TRANSFER) ▲▼

2 **Press ► once.**

- If you have already recorded a message, you can press ▶PLAY to listen to the message, or press # DELETE to delete the message.

3 **Lift the handset.**

4 **Press START/MEMORY and speak into the handset to record the message.**

- The transfer message can be up to 15 seconds long. While recording, the display will show the time left to record.

5 **When finished, replace the handset or press STOP .**

Checking or erasing the transfer message

To check or erase the transfer message, follow Steps 1 and 2 of the above procedure, and then press ▶PLAY to check the message, or # DELETE to erase the message.

Turning the Transfer function on and off

When you go out and wish to use the Transfer function, turn it on as follows:

1 **Press FUNCTION once and ▼ once.**

Display:
A.M. SETTING ▲▼

2 **Press ► once and ▼ 4 times.**

TRANSFER FUNC ▲▼

3 **Press ►.**

1=YES, 2=NO

4 **Press 1 to turn on the Transfer function. (To turn off, press 2.)**

The display briefly shows your selection, then:
ON A.M. FAILURE ▲▼

5 **Press the number of the box for which you want the Transfer function to operate (for the general box, press 0).**

6 **Press STOP to return to the date and time display.**

7 **Each time the answering system receives a message in the selected box, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter #, your remote code number (see page 66) if the general box or a personal box without a passcode was selected in Step 5, or the box passcode number if a personal box with a passcode was selected, and then #. Your messages will play.**

- You can also perform any of the remote operations described in *Remote Operations* later in this chapter (see page 66).

Note: When you hang up after a transfer call, the machine will not immediately resume normal operation. If you want the machine to accept calls immediately after a transfer call, enter * twice before hanging up (if hanging up during message playback, first enter 0 and # to stop playback, then enter * twice).

Remote Operations

When you are out, you can call the machine from any touch-tone telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

Remote code number

After calling the machine, you must enter your remote code number to listen to messages in the general box, or to messages in a personal box that does not have a passcode (this procedure is explained on page 68).

The remote code number has been set to "001" at the factory. To change the number, follow the steps below.

1 **Press FUNCTION once and ▼ once.**

Display:

A.M. SETTING ▲▼▶

2 **Press ▶ once and ▼ twice.**

REMOTE CODE ▲▼▶

3 **Press ▶.**

4 **Press the number keys to enter a 3-digit remote code number.**

5 **Press START/MEMORY to store the remote number.**

TRANSFER TEL # ▲▼▶

6 **Press STOP to return to the date and time display.**

Toll Saver

When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message in any of the boxes, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 89).

1	**Press FUNCTION once and ▼ once.**	Display: A.M. SETTING ▲▼
2	**Press ► once.**	TOLL SAVER ▲▼
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to turn on the Toll Saver function, or 2 to turn it off.**	The display briefly shows your selection, then: RECORDING TIME ▲▼
5	**Press STOP to return to the date and time display.**	

Retrieving your messages

Note: You can only access one box per call. If you wish to access more than one box, you must make a separate call for each box.

1 **Call the machine from a touch-tone telephone. When the general outgoing message begins, press (#) on the telephone.**

- You will hear a short beep, and the outgoing message will stop.

2 **If you wish to listen to the messages in a personal box, enter the number of that box (otherwise, go directly to Step 3).**

Example: (1) for Box 1

3 **If you are accessing the general box, enter your remote code.**
If you are accessing a personal box, enter the passcode of the box (if the box does not have a passcode, enter your remote code).

When finished, press (#).

- You will hear a series of beeps equal to the number of messages recorded in the box, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section, *Other remote operations*.

4 **While the messages are playing, you can do any of the following:**

- **Repeat:** To listen to a message a second time, press (2) and (#) on the telephone before that message ends. To move back to the previous message, press (2) and (#) during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press (5) and (#) on the telephone.
- **Stop:** To stop playback, press (0) and (#) on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations*.
- **Play new messages:** To listen to only your new messages, first stop playback by pressing (0) and (#), and then press (6) and (#).
- **Erase a message:** To erase the message you are currently listening to, press (3) and (#) before it ends.

5 **When you have finished listening to your messages, you can do any of the following:**

- **Erase all messages:** Press (3), (3), and (#).
- **Repeat playback:** Press (7) and (#).
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the machine to resume normal operation immediately, press (*) twice before hanging up (in some cases, particularly when the Transfer function is used, the machine may not accept new calls for one or two minutes after you hang up unless you press (*) twice).

Note: You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press (#) immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

Comments:

- When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- When entering a command, do not pause longer than 10 seconds between each digit. If you do, you will hear a 4-beep error signal and the digits entered up to that point will be cleared. In this case, re-enter the command from the beginning.
- If you pause for longer than 10 seconds before entering a command, or make two errors while entering your remote code number, the line will be disconnected. (This prevents unauthorised people from attempting to guess your remote code number.)

Other remote operations

After listening to your messages, you can perform any of the following operations by pressing the appropriate keys on the telephone.

Note: The following commands cannot be entered while messages are being played. If you do not want to wait until playback ends to enter a command, first stop playback by pressing (0) and (#), and then enter the command.

Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

- **A.M. mode:** (8), (1), and (#).
- **FAX mode:** (8), (2), and (#).
- **TEL mode:** (8), (3), and (#).
- **TEL/FAX mode:** (8), (4), and (#).

Caution: If you select TEL mode, you will not be able to change the reception mode again.

Recording a new outgoing message

Note: You can only record a new outgoing message for the box you accessed at the beginning of the call.

1 **Press (4) and (*) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

Turning the Transfer function on or off

To turn Transfer on: Press (9), (1), and (#) on the telephone, followed by the number of the box for which you want the Transfer function to operate (press (0) for the general box) and (#).

To turn Transfer off: Press (9), (2), and (#) on the telephone.

Changing the transfer telephone number

1 **Press (9), (0), and (#) on the telephone.**

2 **After you hear a short beep, enter the new telephone number. When finished, press (#).**

- To insert a pause between any two digits of the number, press (*).

Recording a new transfer message

1 **Press (9), (3), and (#) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the new message.**

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a memo

You can record a memo for yourself or other users of the machine. The memo will be recorded in the general box.

1 **Press (*) and (#) on the telephone.**

2 **When you hear a short beep, speak into the telephone to record the memo.**

3 **When you are finished, press (0) and (#) on the telephone.**

- If the machine detects silence, it will stop recording automatically.

OGM only mode

To turn on OGM only mode: Press (1), (1), and (#) on the telephone.
(Outgoing messages will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received)

To turn off OGM only mode: Press (1), (2), and (#) on the telephone.

4. Sending Faxes

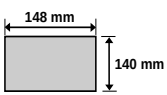
Transmittable Documents

Size and weight

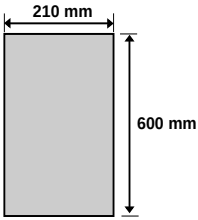
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

Minimum size

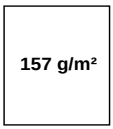


Maximum size



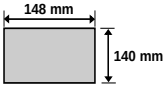
Minimum weight

Maximum weight

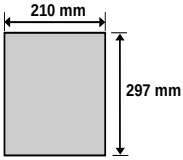


Loading up to 10 pages at once:

Minimum size

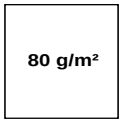


Maximum size

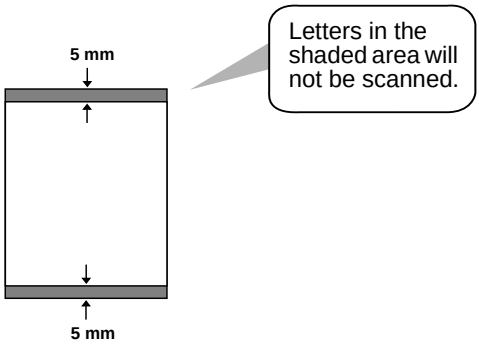


Minimum weight

Maximum weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

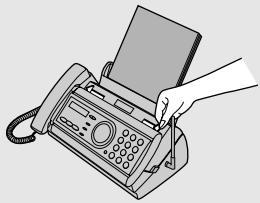
- ♦ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

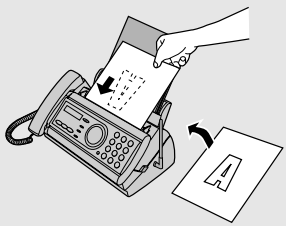
- ♦ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 **Adjust the document guides to the width of your document.**



2 **Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.**

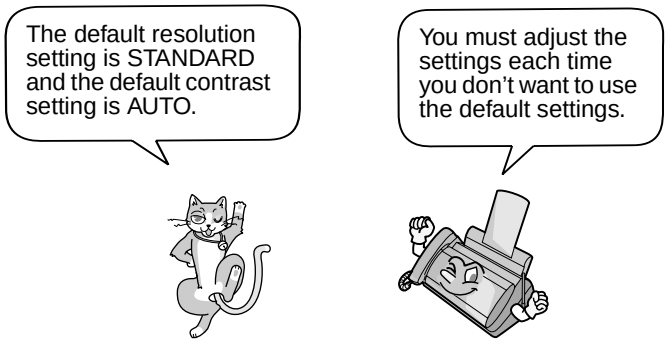
- READY TO SEND will appear in the display.



3 **Adjust the resolution and/or contrast settings as explained in *Resolution and Contrast* below, then dial the receiving machine as explained on page 76.**

Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.


The default resolution setting is STANDARD and the default contrast setting is AUTO.
You must adjust the settings each time you don't want to use the default settings.

Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

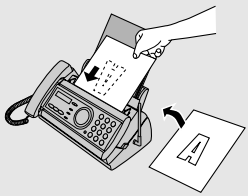
STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 **Load the document(s).**

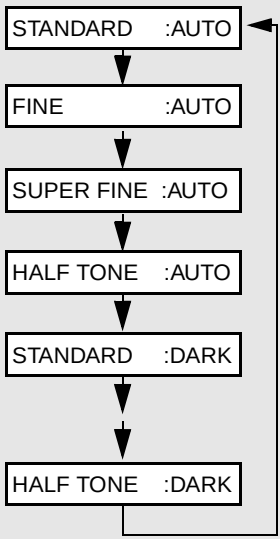
- The document must be loaded before the resolution and contrast can be adjusted.



2 **Press RESOLUTION/ RECEPTION MODE one or more times until the desired resolution and contrast settings appear in the display.**

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:



Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

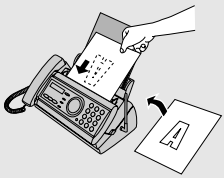
Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press SPEAKER) and dial by pressing the number keys.

- If a person answers, you can talk with them through the handset before sending the fax. (If you pressed SPEAKER, you must pick up the handset to talk.)
- Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 **Load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



READY TO SEND

2 **Pick up the handset or press SPEAKER. Listen for the dial tone.**

or

SPEAKER

3 **Dial the number of the receiving machine by pressing the number keys.**

4 **Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.**

- If the other party answers, ask them to press their Start key (if you pressed SPEAKER, pick up the handset to speak with them). This causes the receiving machine to issue a fax tone.

5 **When you hear the fax tone, press START/MEMORY. Replace the handset.**

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 108).

Note: If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 126. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Sending a Fax by Automatic Dialling

You can store your most frequently dialed fax or phone numbers in the machine for automatic dialling.

- ♦ Auto-dial numbers can be stored using either the fax machine or the cordless handset (to store a number using the cordless handset, see page 40).
- ♦ Numbers stored using the fax machine are stored in the Common book. A total of 40 numbers can be stored.

Storing fax and phone numbers for automatic dialling

1 **Press FUNCTION once and ▶ once.**

Display:

<NEW NUMBER> ▶

2 **Press ▶ once.**

ENTER FAX #

3 **Enter the fax or voice number by pressing the number keys. (Note: A space cannot be entered.)**

- To clear a mistake, press SPEAKER.
- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause appears as a hyphen (two seconds per pause). Several pauses can be entered in a row.

4 **Press** START/MEMORY.

5 **Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)**

Example: SHARP = 7777 44 2 777 ► 7

SPACE = 1	G = 4	N = 66	U = 88
A = 2	H = 44	O = 666	V = 888
B = 22	I = 444	P = 7	W = 9
C = 222	J = 5	Q = 77	X = 99
D = 3	K = 55	R = 777	Y = 999
E = 33	L = 555	S = 7777	Z = 9999
F = 333	M = 6	T = 8	

- To enter two letters in succession that require the same key, press ► after entering the first letter.
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- To enter one of the following symbols, press # or * repeatedly:
  . / ! " # $ % & ' ( ) * + , - : ; < = > ? @ [¥] ^ _ ' { | } →←

6 **Press** START/MEMORY.

Display:

<NEW NUMBER> ▲▼

7 **Return to Step 2 to store another number, or press** STOP **to return to the date and time display.**

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:

1 **Press FUNCTION once and ► once.**

Display:

<NEW NUMBER> ▲▼

2 **Press ▲ or ▼ until the number you wish to edit or clear appears in the display.**

3 **Press ►.**

1=EDIT, 2=CLEAR

4 **Press 1 for EDIT or 2 for CLEAR.**

- If you selected CLEAR, go to Step 8.

5 **If you selected EDIT, make the desired changes to the number.**

- Press ◄ or ► to move the cursor to the digit or digits you wish to change, and then enter the new digit. The new digit will replace the old digit.
- If you do not wish to change the number, go directly to Step 6.

6 **Press START/MEMORY.**

7 **Make the desired changes to the name.**

- Press ◄ or ► to move the cursor to the letter or letters you wish to change, and then press the appropriate number key repeatedly until the desired letter appears (see Step 5 on page 79). The new letter will replace the old letter.
- If you do not wish to change the name, go directly to Step 8.

8 **Press START/MEMORY.**

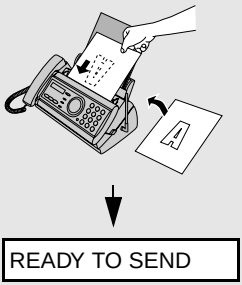
9 **Return to Step 2 to edit or clear another number, or press STOP to return to the date and time display.**

Using an auto-dial number

Once you have stored a fax or phone number, you can use it to send a fax or make a phone call.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION/RECEPTION MODE to set the resolution and/or contrast.



2 **Press ► (or ◄) until the name of the other party appears in the display (if no name was stored, the number will appear).**

3 **If you are sending a fax, press START/MEMORY. Dialling and transmission begins.**

- If the transmission is completed successfully, the fax will beep once.
- If an error occurs, the fax will beep three times and print a Transaction Report to inform you of the problem (see page 108).

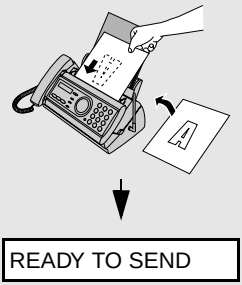
If you are making a phone call, lift the handset. Dialling begins.

Sending a fax by Direct Keypad Dialling

You can also enter a full number with the number keys and then press the START/MEMORY key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 **Load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



2 **Enter the number of the receiving machine by pressing the number keys.**

- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause will appear as a hyphen (two seconds per pause). Several pauses can be entered in a row.

3 **Check the display. If the number of the receiving machine shown is correct, press START/MEMORY.**

- If the number is not correct, press STOP to backspace and clear one digit at a time, and then re-enter the correct digit(s).

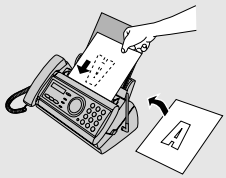
Redial

You can automatically redial the last number dialed on the fax machine. This procedure can be used to send a fax or make a phone call.

Note: The fax machine and the cordless handset each retain their own separate redial numbers.

1 **If you are sending a fax, load the document(s).**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.



2 **Press ◄ once. <REDIAL> appears in the display, followed by the last number dialed. Make sure the number that appears is the number you wish to dial.**

3 **If you are sending a fax, press START/MEMORY. Dialling begins.**

If you are making a phone call, lift the handset. Dialling begins.

Note: If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 126. (This may occur if the other fax machine doesn't respond properly when you attempt to send the document.)

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make three redial attempts at intervals of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

- You can press STOP to clear the message and stop automatic redialling.
- Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before three redialling attempts are made.

Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

If desired, you can turn ECM off. This will increase slightly the amount of memory available for memory transmission and reception.

1	**Press FUNCTION once and ▲ once.**	OPTION SETTING ▲▼
2	**Press ► once and ▲ 5 times.**	ECM MODE ▲▼
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to select YES, or 2 to select NO.**	The display briefly shows your selection, then: RECEIVE RATIO ▲▼
5	**Press STOP to return to the date and time display.**	

Sending a Fax From Memory

You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

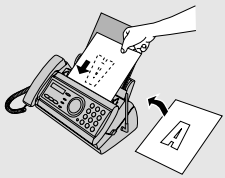
Note: If a power failure occurs while sending a fax from memory, you will need to repeat the operation.

Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different destinations in just one operation.

- When sending to multiple destinations, only auto-dial numbers can be used to dial the numbers of the receiving machines.

1 **Load the document(s).**



- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

2 **Press START/MEMORY.**

3 **Press ► (or ◄) until the name of the destination appears in the display (if no name was stored, the number will appear).**

4 **Press ▼ to select the destination.**

5 **Repeat Steps 3 and 4 for each of the other destinations to which you wish to send the fax (maximum of 20).**

- To check your selected destinations, press ▲ to scroll through them. To delete a destination, scroll to the destination and then press STOP.

6 **When you are ready to begin transmission, press START/MEMORY.**

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the destinations are marked "Busy" or have a communication error code. If so, send the document to those destinations again.

Memory transmission

You can also send a fax through memory when sending to a single destination. This is convenient when sending to destinations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press START/MEMORY, and then dial using one of the following methods:

- Press the number keys to enter the fax number and then press START/MEMORY.
- Press ► repeatedly to select an auto-dial number and press START/MEMORY.
- Press ◄ once to select the last number dialed and press START/MEMORY.

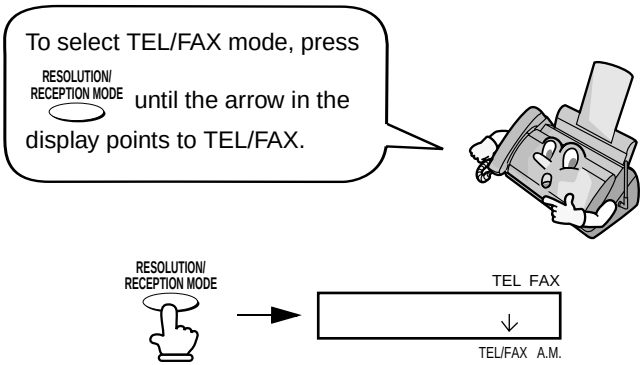
If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display.

- Press START/MEMORY if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- Press STOP if you want to cancel the entire transmission.

5. Receiving Faxes

Using TEL/FAX Mode


To select TEL/FAX mode, press
RESOLUTION/ RECEPTION MODE
until the arrow in the display points to TEL/FAX.
RESOLUTION/ RECEPTION MODE
TEL FAX
TEL/FAX A.M.

When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

- If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. The cordless handset will also ring. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established.

Pseudo Ring Duration for Tel/Fax Mode

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

1 **Press FUNCTION once and ◭ once.**

Display:

OPTION SETTING ▲▼▶

2 **Press ▶ once and ▼ 3 times.**

PSEUDO RING ▲▼

3 **Press ▶ once.**

1=15 SECONDS

4 **Enter a number as follows for the desired duration:**

1	15 SEC	15 seconds
2	30 SEC	30 seconds
3	60 SEC	60 seconds
4	120 SEC	120 seconds

The display briefly shows your selection, then:

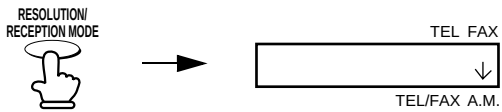
DISTINCTIVE ▲▼

Note for New Zealand: Telecom regulations do not permit the 60-second and 120-second settings to be used.

5 **Press STOP to return to the date and time display.**

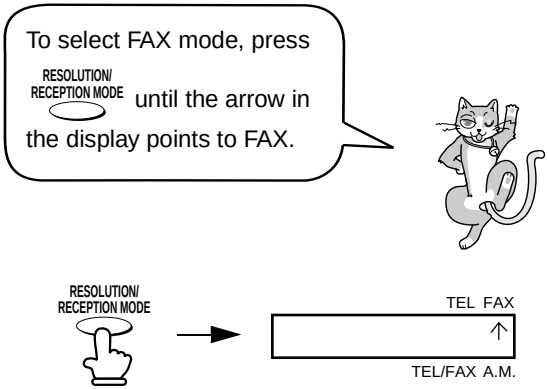
Using A.M. Mode

To select A.M. mode, press RESOLUTION/ RECEPTION MODE until the arrow in the display points to A.M.



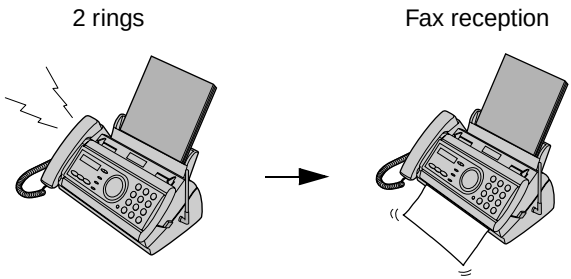
In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 2 for more details.

Using FAX Mode



When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

♦ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 90.



Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 2 to 4 can be selected.

1 **Press FUNCTION once and ◭ once.**

Display:

OPTION SETTING ▲▼▶

2 **Press ▶ once.**

NUMBER OF RING▲▼

3 **Press ▶ once.**

ENTER (2-4) (2)

4 **Enter the desired number of rings (any number from 2 to 4).**

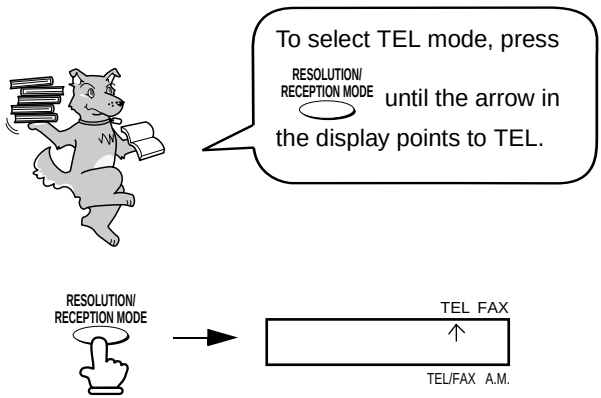
Example: 3 rings (3)

The display briefly shows your selection, then:

TRANSACTION ▲▼

5 **Press STOP to return to the date and time display.**

Using TEL Mode


To select TEL mode, press
RESOLUTION/ RECEPTION MODE
until the arrow in the display points to TEL.
RESOLUTION/ RECEPTION MODE
TEL FAX
TEL/FAX A.M.

When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 **When the fax machine rings, pick up the handset.**

2 **If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.**

RECEIVING

Note: If you have set the Fax Signal Receive setting (page 93) to NO, press START/MEMORY to begin reception.

3 **If the other party first speaks with you and then wants to send a fax, press START/MEMORY after speaking. (Press before the sender presses their Start key.)**

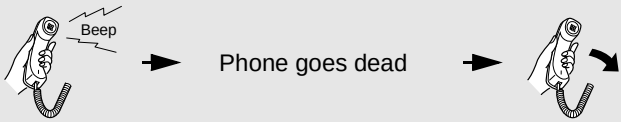
- When RECEIVING appears in the display, hang up.

START/MEMORY → RECEIVING

Answering on an extension phone connected to the same line

1 **Answer the extension phone when it rings.**

2 **If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.**



3 **If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, set the phone down (do not hang up), walk over to the fax, lift the fax's handset, and press** START/MEMORY **.**

- The above step is necessary if you have set the Fax Signal Receive setting (see below) to NO.

Optional Reception Settings

Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING ▲▼

2 **Press ► once and ▼ 5 times.**

FAX SIGNAL RX ▲▼

3 **Press ► once.**

1=YES, 2=NO

4 **Press 1 to turn on the function, or 2 to turn it off.**

The display briefly shows your selection, then:

CALLER-ID ▲▼

5 **Press STOP to return to the date and time display.**

Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▲ 4 times.**	RECEIVE RATIO ▲▼
3	**Press ► once.**	1=AUTO, 2=100%
4	**Press 1 to select AUTO, or 2 to select 100%.**	The display briefly shows your selection, then: PRINT CONTRAST ▲▼
5	**Press STOP to return to the date and time display.**	

Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY or CHECK FILM / CHECK COVER / CHECK PAPER JAM. When you add paper (and press

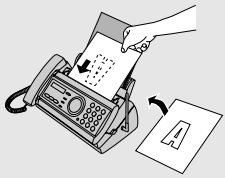
), replace the imaging film, or clear the jam, the stored documents will automatically print out.

6. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

1 **Load the document(s) face down. (Maximum of 10 pages.)**

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast. (The default resolution setting for copying is FINE.)



READY TO SEND

2 **If desired, select an enlarge/reduce setting, and/or select the number of copies per original:**

- ENLARGE/REDUCE: Press ▲ or ▼ until the desired setting appears in the display. Settings are 100%, 125%, 135%, 50%, 73%, 88%, 94%, and AUTO (auto size adjustment to match the size of the paper). The default setting is 100%.

  Example: Press ▲ twice → RATIO: 125%

- Number of copies per original: Press the number keys to enter a number from 1 to 99. The default setting is 1.

  Example: Press 5 for five copies → 5

3 **When you are ready to begin copying, press COPY/HELP.**

If MEMORY IS FULL appears...
If the memory becomes full while a document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display and the document will automatically feed out. This may happen if the resolution is set to SUPER FINE, or if you selected an enlarge/reduce setting, or if you are making more than one copy per original. To avoid using memory, use STANDARD or FINE for the resolution, 100% for the enlarge/reduce setting, and make only one copy per original.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING ▲▼▶

2 **Press ► once and ▲ twice.**

COPY CUT-OFF ▲▼▶

3 **Press ► once.**

1=YES, 2=NO

4 **Press 1 to set copy cut-off to YES (the remaining part of the document will not be printed), or 2 to set copy cut-off to NO (the remaining part will be printed on a second page).**

The display briefly shows your selection, then:

COUNTRY SELECT ▲▼▶

5 **Press STOP to return to the date and time display.**

7. Special Functions

Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can have the fax machine and the cordless handset display the name and number of the caller when you receive a call.

Important:

- To use this function, you must subscribe to a caller identification service from your telephone company.
- Your fax may not be compatible with some caller identification services.

1	**Press FUNCTION once and ▲ once on the fax machine.**	Display: OPTION SETTING ▲▼▶
2	**Press ▶ once and ▼ 6 times.**	CALLER-ID ▲▼▶
3	**Press ▶ once.**	1=YES, 2=NO
4	**Press 1 to turn on Caller ID.** **(Press 2 to turn it off.)**	The display briefly shows your selection, then: ECM MODE ▲▼▶
5	**Press STOP to return to the date and time display.**	

How Caller ID operates

When you receive a call, the name and phone number of the caller will appear in the fax machine display and cordless handset display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example (fax machine display)

Caller's name Caller's number

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
UNAVAILABLE (OUT OF AREA in New Zealand)	The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.
PRIVATE (ANONYMOUS in New Zealand)	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

Note: For all units installed in New Zealand, the direct use of the displayed number for call back does not operate properly and must not be used. It is necessary to manually enter the verified correct number for the party called. This will often require the addition or deletion of leading digits from the number shown on the display when dialling manually.

- After you have received 30 calls, each new call will delete the oldest call.
- All calls will be erased if you unplug the fax or a power failure occurs.

Follow the steps below to view the Caller ID List in the fax machine display. If desired, you can immediately dial a number when it appears.

1 **Press ◄ twice.**

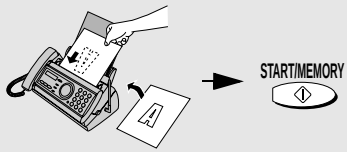
<REVIEW CALLS> ▲▼

2 **Press ▲ or ▼ to scroll through the list.**

3 **If you wish to dial one of the numbers in the list, scroll through the list until the number appears in the display.**

- **Fax:** If you wish to send a fax, load the document and then press START/MEMORY. Dialling and transmission begin.

Fax:



- **Voice call:** If you wish to make a voice call, pick up the handset (or press SPEAKER). Dialling begins automatically. (If you pressed SPEAKER, pick up the handset when the other party answers.)

Voice call:

4 **Press STOP when you have finished viewing the list.**

To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press (0) while the call appears in the display. If you want to delete all calls from the list, hold (0) down for at least 3 seconds while you are viewing any number in the list.

Viewing the Caller ID list from the cordless handset

You can also view the Caller ID list in the cordless handset display, and automatically dial a number from the list. (Note that the cordless handset and the fax machine share the same list.)

Note: For all units installed in New Zealand, the direct use of the displayed number for call back does not operate properly and must not be used. It is necessary to manually enter the verified correct number for the party called. This will often require the addition or deletion of leading digits from the number shown on the display when dialling manually.

1 **Press** REVIEW (◀).

Cordless handset display:

```
REVIEW CALLS
▲▼: REVIEW
```

2 **Press (▲) or (▼) to scroll through the numbers in the list.**

3 **While viewing the list, you can do the following:**

- **Dial a number:** Scroll to the desired number and then press (TALK). (Note: You can only make a phone call from the cordless handset; you cannot start a fax transmission.)
- **Erase a call:** Scroll to the call you wish to erase, press (HOLD/ERASE), and then press (START).

4 **Press (OFF) when you have finished viewing the list.**

Erasing all calls using the cordless handset

Follow these steps to erase all calls from the Caller ID list using the cordless handset.

1 **Press** REVIEW **.**

Cordless handset display:

REVIEW CALLS
▲▼: REVIEW

2 **Press** HOLD/ERASE .

ERASE ALL?
PRESS START KEY

3 **Press** START **.**

- To cancel, press OFF .

Priority Call

If you have turned on Caller ID, you can set the machine to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1 **Press** FUNCTION **once and** ▼ **3 times.**

Display: ENTRY MODE ▲▼

2 **Press** ► **once and** ▲ **twice.**

PRIORITY # ▲▼

3 **Press** ► **once.**

1=SET, 2=CLEAR

4 **Press (1) to store a number.**

(To clear a previously stored number, press (2) and go to Step 6.)

5 **Enter the number by pressing the number keys (max. 20 digits).**

6 **Press START/MEMORY to store (or clear) the number.**

7 **Press STOP to return to the date and time display.**

Blocking voice calls

If you have turned on Caller ID, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax comes in from the number you have specified as a "Junk Number", your fax will terminate the call as soon as it receives the calling phone number from the caller ID service. The caller will hear a 3-second high-pitch tone to signal the call's termination. In Australia the call will not break off until the caller has hung up.

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 105). Only one number can be blocked.

Distinctive Ring (Requires Subscription to Service)

If you subscribe to a distinctive ring service from your telephone company, you will need to turn on the distinctive ring function. When this is done, your fax will signal voice calls by the normal ring pattern, and fax transmissions by a special ring pattern. In the case of a fax transmission, your fax machine will automatically answer the call and receive the fax.

The distinctive ring function is used with the reception mode set to FAX. When your fax number is dialled, your fax machine will signal the call with a special ringing sound, then answer automatically and begin reception after the number of rings set with the Number of Rings setting (the initial setting is 2 rings—refer to *Using Fax Mode* in Chapter 5). When your voice number is dialled, the fax machine will signal the call with the normal ringing sound to let you know that you must answer personally.

The initial setting for distinctive ring is NO. If set to YES, both Australian (Fax Duet) and New Zealand (FaxAbility) distinctive ring are supported.

Important:

- The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the fax machine will not operate properly.
- If you turn on distinctive ring, the fax will not operate in TEL/FAX reception mode.

1	**Press FUNCTION once and ▲ once.**	Display: OPTION SETTING ▲▼
2	**Press ► once and ▼ 4 times.**	DISTINCTIVE ▲▼
3	**Press ► once.**	1=YES, 2=NO
4	**Press 1 to select YES, or 2 to select NO.**	The display briefly shows your selection, then: FAX SIGNAL RX ▲▼

5 **Press STOP to return to the date and time display.**

6 **Set the reception mode to FAX.** RESOLUTION/ RECEPTION MODE → TEL FAX / TEL/FAX A.M.

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.

1 **Press FUNCTION once and ▼ 3 times.** Display: ENTRY MODE

2 **Press ► once and ▼ twice.** ANTI JUNK #

3 **Press ► once.** 1=SET, 2=CLEAR

4 **Press 1 to store an Anti Junk number, or 2 to clear a previously stored number (if you are clearing a number, go to Step 6).**

5 **Enter the fax number by pressing the number keys (max. 20 digits).**

6 **Press START/MEMORY and then press STOP to return to the date and time display.**

8. Printing Lists

You can print lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.

1 **Press FUNCTION once and ▼ twice.**

Display:

LISTING MODE ▲▼

2 **Press ► once.**

TEL # LIST ▲▼

3 **Press ▲ or ▼ until the desired list appears in the display.**

4 **Press ► once.**

PRESS START KEY

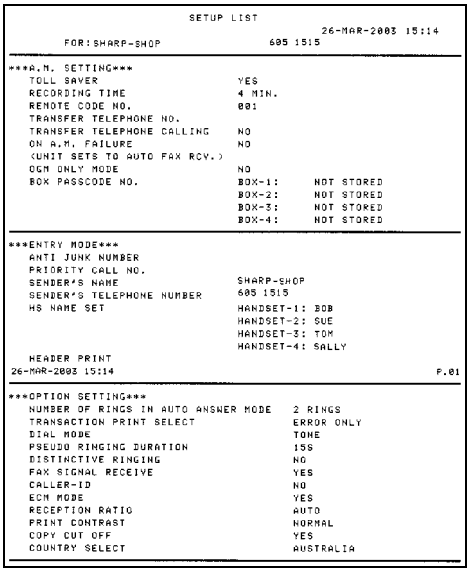
5 **Press START/MEMORY to print the list.**

Telephone Number List

This list shows the fax and phone numbers that have been stored in the Common book for automatic dialling.

Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).



```
                        SETUP LIST
                                          26-MAR-2003 15:14
       FOR:SHARP-SHOP              605 1515
-------------------------------------------------------------
***A.M. SETTING***
   TOLL SAVER                     YES
   RECORDING TIME                 4 MIN.
   REMOTE CODE NO.                001
   TRANSFER TELEPHONE NO.
   TRANSFER TELEPHONE CALLING     NO
   ON A.M. FAILURE                NO
   (UNIT SETS TO AUTO FAX RCV.)
   OGM ONLY MODE                  NO
   BOX PASSCODE NO.               BOX-1:     NOT STORED
                                  BOX-2:     NOT STORED
                                  BOX-3:     NOT STORED
                                  BOX-4:     NOT STORED
-------------------------------------------------------------
***ENTRY MODE***
   ANTI JUNK NUMBER
   PRIORITY CALL NO.
   SENDER'S NAME                  SHARP-SHOP
   SENDER'S TELEPHONE NUMBER      605 1515
   HS NAME SET                    HANDSET-1: BOB
                                  HANDSET-2: SUE
                                  HANDSET-3: TOM
                                  HANDSET-4: SALLY
   HEADER PRINT
26-MAR-2003 15:14                                      P.01
-------------------------------------------------------------
***OPTION SETTING***
   NUMBER OF RINGS IN AUTO ANSWER MODE   2 RINGS
   TRANSACTION PRINT SELECT              ERROR ONLY
   DIAL MODE                             TONE
   PSEUDO RINGING DURATION               15S
   DISTINCTIVE RINGING                   NO
   FAX SIGNAL RECEIVE                    YES
   CALLER-ID                             NO
   ECM MODE                              YES
   RECEPTION RATIO                       AUTO
   PRINT CONTRAST                        NORMAL
   COPY CUT OFF                          YES
   COUNTRY SELECT                        AUSTRALIA
-------------------------------------------------------------
```

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time each messages was recorded, the length, and the type.

Caller-ID List

This list shows information about your 30 most recent calls. (This list is only available if you are using the Caller ID function.)

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

♦ The Transaction report cannot be printed on demand.

Headings in Transaction Report

SENDER/ RECEIVER	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.
NOTE	(One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.) **OK** - Transmission/reception was successful. **P.FAIL** - A power failure prevented the transaction. **JAM** - The printing paper or document jammed, preventing the transaction. **BUSY** - The fax was not sent because the line was busy. **COM.E-X** - (Where “X” is a number.) A telephone line error prevented the transaction. See *Line error* on page 115. **CANCEL** - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.

1 **Press FUNCTION once and ▲ once.**

Display:

OPTION SETTING ▲▼

2 **Press ► once and ▼ once.**

TRANSACTION ▲▼

3 **Press ► once.**

1:ALWAYS PRINT

(Selections appear alternately)

4 **Press a number from 1 to 5 to select the condition for printing.**

1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
2	ERROR/MEMORY	A report will be printed after an error or a memory operation.
3	SEND ONLY	A report will be printed after each transmission.
4	ERROR ONLY	A report will be printed only when an error occurs.
5	NEVER PRINT	A report will never be printed.

The display briefly shows your selection, then:

DIAL MODE ▲▼

5 **Press STOP to return to the date and time display.**

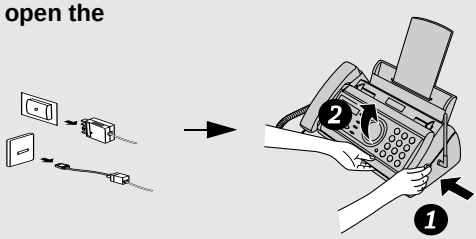
9. Maintenance

Print head

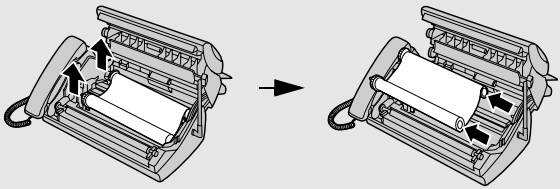
Clean the print head frequently to ensure optimum printing performance.

Note: Remove the paper from the paper tray before cleaning the print head.

1 **Unplug the power cord, and open the operation panel (press ❶).**



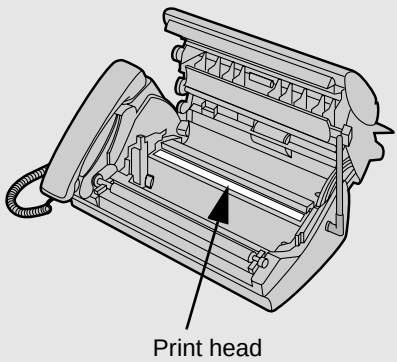
2 **Take the imaging film out of the print compartment and place it on a sheet of paper.**



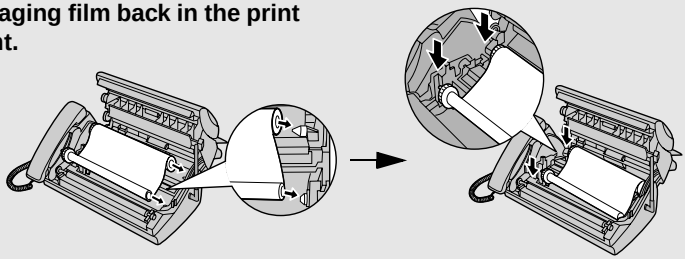
3 **Wipe the print head with isopropyl alcohol or denatured alcohol.**

Caution!

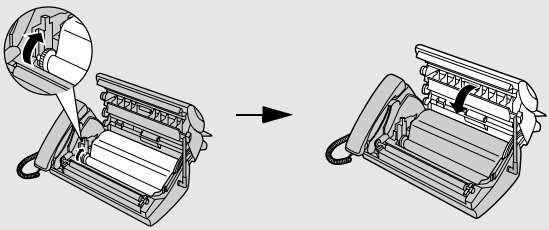
- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.



4 **Place the imaging film back in the print compartment.**



5 **Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**



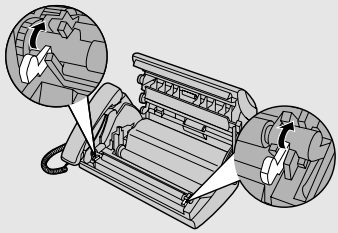
Scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

Note: Remove the paper from the paper tray before cleaning the scanning glass and rollers.

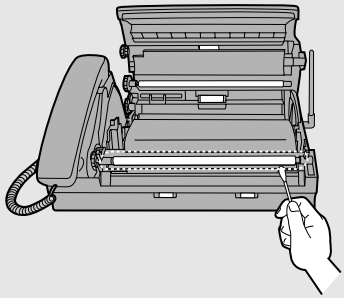
1 **Open the operation panel (press ❶).**

2 **Flip up the green levers on each side of the white roller.**



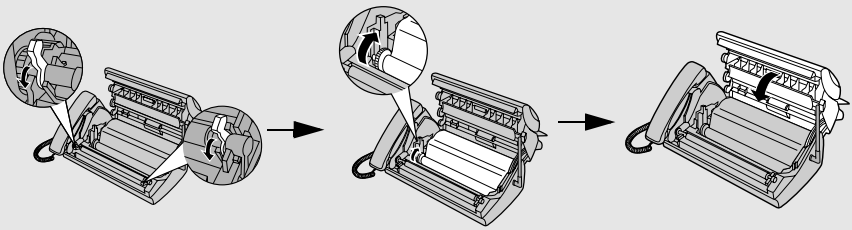
3 **Wipe the scanning glass (under the white roller) and rollers with a cotton swab.**

- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



If the scanning glass is difficult to clean
If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

4 **Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!
Do not use benzene or thinner. These solvents may damage or discolor the machine.

Replacing the Cordless Handset Battery

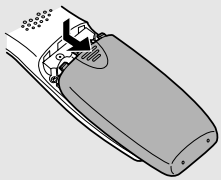
Like any other battery, the rechargeable battery will eventually wear out. The battery can normally be used for about two years, although this will vary depending on the conditions of use.

If you find that LOW BATTERY appears in the cordless handset display soon after the battery is charged, replace it with the following battery:

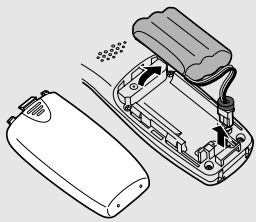
Replacement battery: Use only a **Sharp FO-BA01** battery
(3.6 V Ni-MH battery, capacity: 850 mAh)

Caution:
Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer.
Dispose of used batteries according to the manufacturer's instructions.

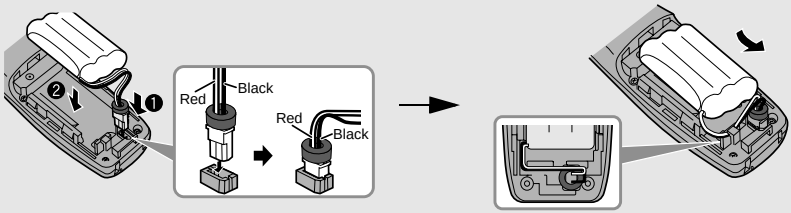
1 **Remove the battery cover by pressing on the indentation as shown.**



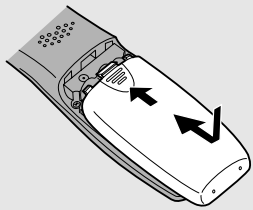
2 **Unplug the battery connector and remove the old battery.**



3 **Connect the battery connector ❶ of the new battery, and then place the battery in the cordless handset, placing the wires as shown.**

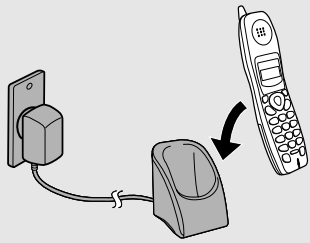


4 **Place the battery cover on the cordless handset, making sure it snaps firmly into place.**



5 **Place the cordless handset in the charger with the dial pad facing forward.**

- Let the new battery charge for at least **10** hours.

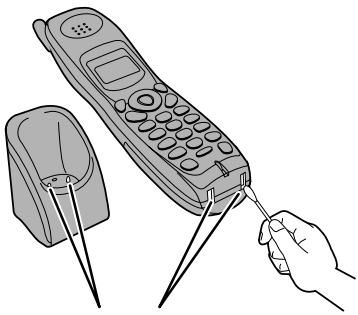


Battery disposal

The battery pack contains a Nickel Metal Hydride battery. The battery must be disposed of properly. Contact local agencies for information on recycling and disposal plans in your area.

Wiping the charger contacts

To ensure that the battery charges properly, wipe the charger contacts once a month with a cotton swab.



Charger contacts

10. Troubleshooting

Problems and Solutions

If you have any problems with your fax, refer to the following troubleshooting guide.

Line error

Problem	Solution
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the **SPEAKER** key.	• Make sure the handset cord is connected to the correct socket. See *Connecting the handset* on page 17.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket (see page 18). • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See *Dial mode* on page 18.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
General print quality is poor.	• It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The print head may be dirty. See *Print head* on page 110. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
A received document or copy prints out in strips.	• Make sure the operation panel is completely closed (press down on both sides of the panel).
The quality of copies is poor and/or dark vertical lines appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 111.
Reception/copying is interrupted.	• If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 29).

Dark vertical lines appear on copies and received faxes.	• Try changing the print contrast setting to LIGHT (see page 29).

General problems

Problem	Solution
A loud howling sound occurs when the speaker is used.	• Feedback (a loud howling sound) may occur if you replace the handset while the speaker is on. To avoid feedback, turn off the speaker (press) before you replace the handset.
Auto-dial numbers cannot be stored in the fax.	• Make sure the fax is plugged in and the imaging film has been loaded. (Auto-dial numbers cannot be stored if the imaging film has not been loaded.) See *Loading the Imaging Film* in Chapter 1.
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* on page 73).
Bell tinkle (New Zealand)	• The operation of this equipment on the same line as the telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such a problem occur, contact your authorised Sharp Service Centre for information.

Cordless handset problems

Problem	Solution
The cordless handset does not operate and nothing appears in the display.	• Make sure the battery is properly connected inside the cordless handset (see page 22). • The battery may be low. Place the cordless handset in the charger and let it charge.
Calls cannot be made or received on the cordless handset.	• Make sure the fax machine is plugged into a power outlet and has power. • Make sure the telephone line is properly connected to both the **TEL. LINE** socket on the fax machine and the wall socket (see page 18). (If the telephone line is connected correctly, you should hear a dial tone when you pick up the fax machine handset.) • The battery may be low. Place the cordless handset in the charger and let it charge. • Calls cannot be made or received while the fax machine is being used (while BUSY appears in the cordless handset display). Wait until the fax machine is no longer being used. • Calls cannot be made or received during a power failure. • You may be outside of the talking range. Move closer to the fax machine.

The battery does not charge.	• Make sure the cordless handset is placed in the charger with the dial pad facing forward. • Make sure the AC adaptor is connected correctly to the charger and the power outlet (see page 21). • Wipe the charger contacts with a cotton swab. • Make sure the battery is properly connected inside the cordless handset (see page 22). • The battery may need replacement (see page 113).
You hear noise or interference during a call.	• Make sure the base antenna is fully upright on the fax machine (see page 21). • Other electrical appliances may cause interference. Move away from any electrical appliances. • Move closer to the fax machine. Note that large metal objects, metal structures, and thick walls between the fax machine and cordless handset will reduce the talking range. If needed, try moving the fax machine to a different location.
You hear beeps during a call.	• You will hear beeps during a call and LOW BATTERY will appear in the display if the battery is low. Place the cordless handset in the charger and let it recharge. If you hear beeps during a call and need to continue the call, press the **INTERCOM** key to transfer the call to the fax machine. • You will hear beeps during a call and OUT OF RANGE will appear in the display if you are outside of the talking range. Move closer to the fax machine.
When you press the **INTERCOM** key, the name of one of the other cordless handsets does not appear in the list (only the number appears), even though a name has been programmed for that cordless handset.	• The name was not transmitted to your cordless handset when it was entered (probably because your cordless handset was in use). To retransmit the name, repeat the name entry procedure on page 24. The name will automatically appear in the display in Step 6, so simply press to transmit the name then exit the procedure with Step 8.

Messages and Signals

Display messages (fax machine)

Note: If you have turned on the Caller ID function, see page 70 for display messages related to Caller ID.

ADD PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press the **START/MEMORY** key.
BUSY	The system is busy, or the cordless handset that you attempted to page is busy and cannot respond.
CALL TRANSFER	A call is being transferred.
CHECK FILM/ CHECK COVER/ CHECK PAPER JAM (alternating messages)	These alternating messages appear when there is a problem in the print compartment that prevents printing. Check to see if the imaging film is not loaded properly or if it has been used up and needs replacement. Make sure the operation panel is completely closed (press down on both sides). If a paper jam has occurred, clear the jam as explained in the following section, *Clearing Paper Jams*.
CHECK PAPER SIZE	An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.
HSn IN USE (where “n” is a number from 1 to 4)	The cordless handset indicated by “n” is in use. Wait until this message no longer appears to send a fax or make a phone call.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*. Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 73). The document may also jam if the receiving machine doesn’t respond properly when you attempt to send a fax.

FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FUNCTION MODE	The **FUNCTION** key has been pressed.
INTERCOM	A cordless handset is paging the fax machine (lift the handset to talk), or the fax machine is paging a cordless handset. The name and number of the cordless handset appear alternately with INTERCOM.
LINE ERROR	Transmission or reception was not successful. Press the **STOP** key to clear the message and then try again. If the error persists, see *Line Error* on page 115.
MEMORY IS FULL/ SEE MANUAL (alternating messages)	The memory is full. You may have too many messages recorded in the answering system. To erase messages, see page 57. This message may also occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitute Reception to Memory* on page 95). If you are attempting to transmit from memory, see *If the memory becomes full* on page 86. If you are copying, see *If MEMORY IS FULL appears* on page 96.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO DATA	This appears if you attempt to search for an auto-dial number when none have been stored.
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax machine is waiting for you to dial.

OVER HEAT	The print head has overheated. Operation can be continued after it cools. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 29).
PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages)	The print head has failed and requires service.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic redialling* on page 83.)
REPLACE HANDSET	This appears if an outside call comes in while you are paging or talking to the cordless handset using the Intercom feature. Replace the fax machine handset to stop the Intercom call, and then pick it up again to answer the outside call. This also appears after you transfer a call to the cordless handset.
A.M. TRANSFER	The answering system's transfer function has been turned on (see page 63).
TOTAL MSGS:XX	This indicates that you have received messages in the answering system. “XX” is the number of messages.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Display messages (cordless handset)

BUSY	When you attempt to make a phone call or page another device (fax machine or cordless phone), the system or other device is busy and cannot respond. Wait until the system or device is no longer busy. This message may also appear if the power of the fax machine is turned off.
CALL TRANSFER	A call is being transferred.
CHARGING	The cordless handset is in the charger and the battery is charging.
CHECK FAX	This appears when a problem in the fax machine prevents you from storing or editing an auto-dial number from the cordless handset. The fax machine's display shows a message indicating the problem.
HOLD	A call has been placed on hold by pressing the **HOLD** key. To resume the call, press the **HOLD** key again.
IN CHARGER	The cordless handset is in the charger and is fully charged (the cordless handset can be left in the charger without damaging the battery).
INTERCOM	Your cordless handset is being paged (press the **TALK** key to talk), or your cordless handset is paging the fax machine or another cordless handset. The number and name of the other handset appear alternately with INTERCOM.
LOW BATTERY	The cordless handset battery is low. Place the cordless handset in the charger and let it recharge. If this message continues to appear after recharging, the battery may need replacement (see page 113). If this message appears during a phone call (you will also hear beeps) and you wish to continue the call, press the **INTERCOM** key to transfer the call to the fax machine.

NEW MESSAGES	New messages have been received in your personal box (the box corresponding to your cordless handset) in the answering system. You can either listen to the messages using the cordless handset (see page 58), or using the fax machine (see page 56).
OUT OF RANGE	The cordless handset is outside of the talking range of the fax machine. When talking on the cordless handset, the handset will beep and you may hear interference. Move closer to the fax machine. This message will also appear if the power of the fax machine is turned off.
PLEASE REGISTER	This appears in the display of an accessory cordless handset the first time it is charged. The handset must be registered in order to use it (see the manual for the accessory cordless handset).
REMOTE MODE	The **REMOTE/RECALL** key has been pressed.
TALK	The **TALK** key has been pressed to make a phone call.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

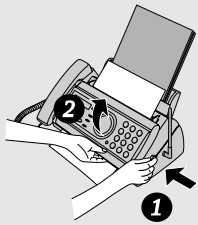
Clearing Paper Jams

Clearing a jammed document

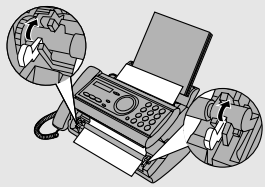
If the original document doesn’t feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing START/MEMORY. If the document doesn't feed out, remove it as explained below.

Important:
Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

1 **Press ❶ and slowly open the operation panel until it is half open.**

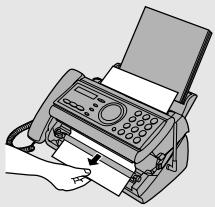


2 **Flip up the green levers on each side of the white roller.**

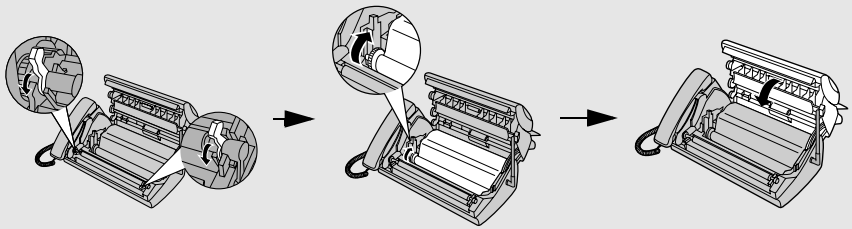


3 **Gently remove the document.**

- Be careful not to tear the document.

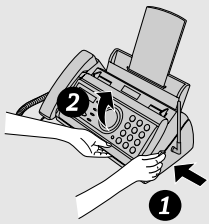


4 **Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**

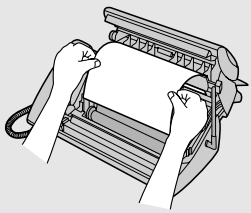


Clearing jammed printing paper

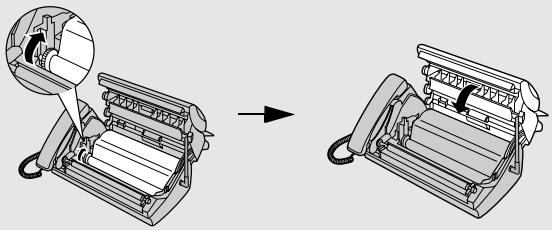
1 **Open the operation panel (press ❶).**



2 **Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.**



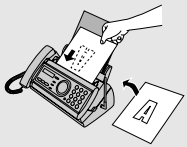
3 **Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).**



Quick Reference Guide

Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press SPEAKER.
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press START/MEMORY.

Automatic Dialling

1. Press ▶ or ◀ until the desired destination appears in the display.
2. Press START/MEMORY.

Direct Keypad Dialling

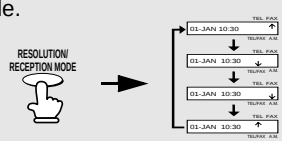
1. Dial the fax number.
2. Press START/MEMORY.

Recording an OGM

1. Press ●REC/MEMO, press ▼ until desired OGM is displayed, and then ▶ once.
2. Lift the handset, press START/MEMORY, and speak into the handset.
3. When finished, press STOP.

Receiving Faxes

Press RESOLUTION/RECEPTION MODE until the arrow in the display points to the desired reception mode.



FAX mode: The fax machine automatically answers and receives faxes.

TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax reception, press START/MEMORY.

A.M. mode: Select this mode when you go out to receive both voice messages and faxes.

Storing Auto Dial Numbers

1. Press FUNCTION once and ▶ twice.
2. Enter the full fax/phone number.
3. Press START/MEMORY.
4. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press ▶ after entering the first letter.)

SPACE = 1	G = 4	N = 66	U = 88
A = 2	H = 44	O = 666	V = 888
B = 22	I = 444	P = 7	W = 9
C = 222	J = 5	Q = 77	X = 99
D = 3	K = 55	R = 777	Y = 999
E = 33	L = 555	S = 7777	Z = 9999
F = 333	M = 6	T = 8	

5. Press START/MEMORY and then STOP.

Using the Cordless Phone

Making a phone call

1. Pick up the cordless handset and press TALK.
2. When you hear the dial tone, dial the number.
3. When you are ready to end the call, press OFF.

Making a phone call using automatic dialling

1. Press SEARCH once.
2. Press ▲ or ▼ to select the book.
3. Press ▲ or ▼ until the number you wish to dial appears in the display.
4. Press TALK.

Receiving a phone call

1. When the cordless handset rings, pick it up and press any key to answer.
2. When you are ready to end the call, press OFF.

Receiving a fax using the cordless handset

If you hear a fax tone after answering a call on the cordless handset, or if the other party speaks to you and then wants to send a fax, press START.

Storing auto dial numbers

1. Press SEARCH, ▲ or ▼ to select the book, and then FUNCTION /PAUSE.
2. Enter the full fax/phone number.
   To clear a mistake, press HOLD ERASE.
   To insert a pause, press FUNCTION /PAUSE.
3. Press START.
4. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press ▶ after entering the first letter.)

SPACE = 1	G = 4	N = 6 6	U = 8 8
A = 2	H = 4 4	O = 6 6 6	V = 8 8 8
B = 2 2	I = 4 4 4	P = 7	W = 9
C = 2 2 2	J = 5	Q = 7 7	X = 9 9
D = 3	K = 5 5	R = 7 7 7	Y = 9 9 9
E = 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
F = 3 3 3	M = 6	T = 8	

5. Press START and then OFF.

Listening to messages

1. Press REMOTE /RECALL.
   (For the general box, press 0.)
2. Press 7 PQRS ▶PLAY to listen to all your messages, or 8 TUV PLAY NEW to listen to only your new messages.
3. While listening, you can press ✱ ⏮REPEAT, 0 ⏭SKIP, # DELETE, or 9 WXYZ STOP.
4. When finished, press OFF.

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REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Remote Operation Guide SHARP®

1. Call your fax from a touch-tone telephone, and press [#] when the outgoing message begins.
2. If you want to listen to a personal box, enter its number.
3. Enter your passcode or remote code: [ ][ ][ ]
4. Press [#] .
5. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS

- **PLAYBACK**
  - Play messages ..... 7 #
  - Move backward/repeat..... 2 #
  - Skip forward..... 5 #
  - Stop ..... 0 #
  - Play new messages only .. 6 #
    (first stop playback)
- **ERASING MESSAGES**
  - Erase single message ..... 3 #
  - Erase all messages ..... 3 3 #
- **RECORDING A MEMO**
  - Start..... * #
  - End ..... 0 #
- **RECORDING A NEW OGM**
  - Start..... 4 *
- **FAX RECEPTION MODES**
  - TAD mode..... 8 1 #
  - FAX mode..... 8 2 #
  - TEL mode..... 8 3 #
- **TRANSFER FUNCTION**
  - Turn on ..... 9 1 #
    → (Box#)
    → #
  - Turn off ..... 9 2 #
  - New transfer number ..... 9 0 #
    → (Tel. #)
    → #
  - Record transfer OGM ..... 9 3 #
  - To quickly disconnect..... * *
- **OGM ONLY MODE**
  - Turn on ..... 1 1 #
  - Turn off ..... 1 2 #

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